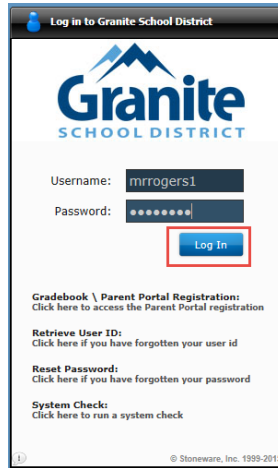


Contact Card

1. Go to <https://portal.graniteschools.org>. Type in the username and password for your **PARENT PORTAL ACCOUNT** then click 'Log in'. **Student** and **Employee** accounts do not have access to the contact card.



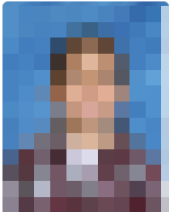
2. Once logged in, on your default row, there will be a tile labeled 'Contact Card,' click on this.



3. **ALL** students registered in your portal will display in 'Contact Card' tile. You can click on the [Student Information](#) hyperlink and this will open your students info. You are able to click in the student phone and or student email and update each. Remember to click the 'Update' button after/if you make a change. If everything looks good you can move on.

To change contact information contact:

Student Information

First Name	Middle	Last Name	
Phone	Email Address		
Street Address	Apt #	<input type="button" value="Update"/>	
City	State	Zip	
Birth Date	Gender	Ethnicity/Race	

SALT LAKE CITY
UT
Male
Hispanic / Spanish

4. If you click on the General Information hyperlink, you can then see (not edit) more information of what we have on file about your student (see below). If there are any discrepancies, please contact your school.

General Information	
Does this student reside in a single parent home?	No
Which language does your child most frequently speak at home?	English
Which language do adults in your home most frequently use when speaking with your child?	English
Which language(s) does your child currently understand or speak?	English
Does your family come from a refugee background?	No
What language do you prefer for school to home communication?	English
Ethnicity/Race	
Is this student Hispanic / Latino?	No
Which of the following groups describe the students race?	Hispanic / Spanish

5. If you scroll down more you can see each contact associated with your student. Once you click on their name you can see address, phone number and email for each. You can click in the phone number or email box and update those fields.

Contacts			
(Mother)			
General Information			
First Name	Last Name	Type	
		Mother	
Contact Email Addresses			
Email 1	Email 2	Email 3	
@GMAIL.COM			Update
Contact Physical Addresses			
7987 W Molly Dr Magna, Ut 84044			
Line 1	Line 2		
City	ST	Zip	
	UT		
Contact Phone Numbers			
Phone #	Type	Phone Usage	
	WORK		Update
Phone #	Type	Phone Usage	
	CELL/MOBILE	Dialer SMS	Update
(Father)			
Mr Rogers (Other)			
(Emergency)			