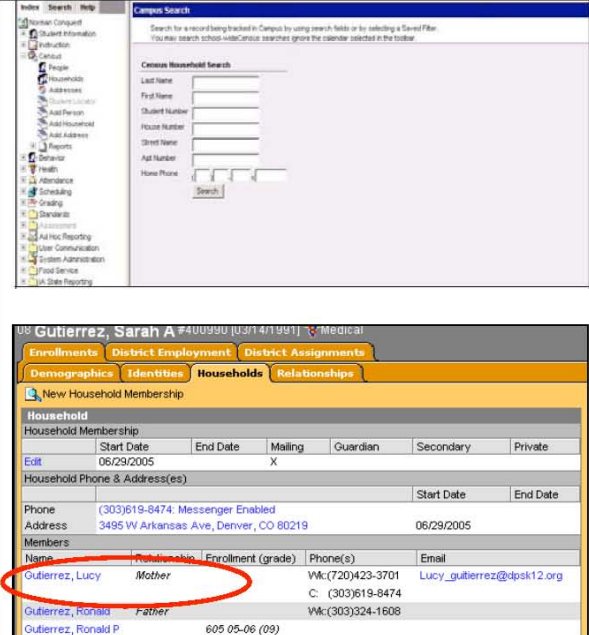
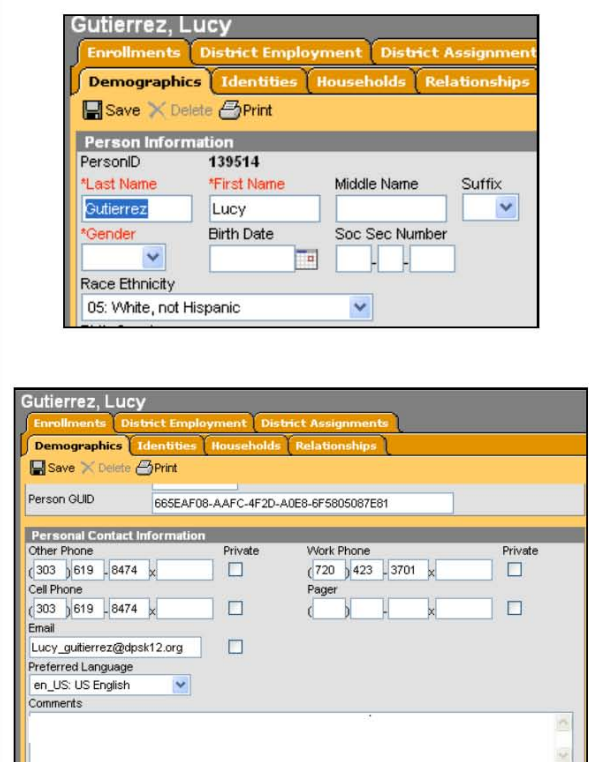
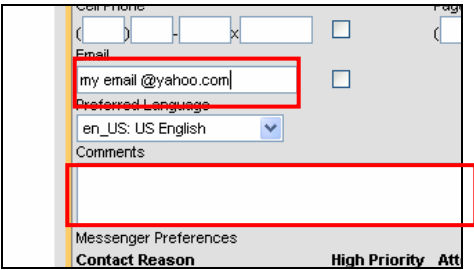
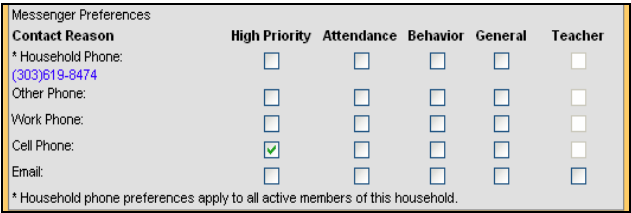


Window	Information
Finding the Members	
	<ol style="list-style-type: none"> 1. From the Index tab, expand the Census folder by clicking on the plus (+) sign. 2. Select the People link. <i>If the search screen doesn't appear, select the Search tab from above. Search by All people.</i> 3. Select Advanced Search and search by last name and first name or student ID. Click the Search button when finished. 4. A list of students that matched the input criteria will appear in the Search index on the left. 5. Select the student from the list. 6. The Demographics page of the student will appear. <i>(If the Summary page appears, you are <u>not</u> in Census).</i> 7. Select the Households tab. 8. From the members list below household, select the Adult Member you wish to make the change on.

Window	Information
Changing/Adding Telephone Numbers	
	<ol style="list-style-type: none"> 1. From the Adult Member Demographics page, scroll down to the Personal Contact Information section. 2. Change the phone information as needed. 3. In the comments box, enter the date, your School number, your initials and the change made. 4. Select the Save icon in the upper left side of the screen.

Changing Email	
	<ol style="list-style-type: none"> 1. From the Member's Demographics page, scroll down to the Personal Contact Information, 2. Click in the Email field. 3. Modify the email information as needed. 4. In the Comments box, enter the date, your school number, your initials and the change made 5. Select Save.
Changing Messenger Preferences	
	<p>Change the Messenger Preferences for any Parent/Guardian by selecting / deselecting the messenger preferences under the Personal Contact Information on the Parent/Guardian Demographics tab.</p> <p><i>When you are viewing the Households tab from a member other than the student, the relationships next to the members listed will portray the relationships to <u>the student</u>.</i></p> <ol style="list-style-type: none"> 1. From the Member's Demographics page, scroll down to the Personal Contact Information, Messenger Preferences section. 2. Select/deselect the preferences as needed. 3. Select Save.