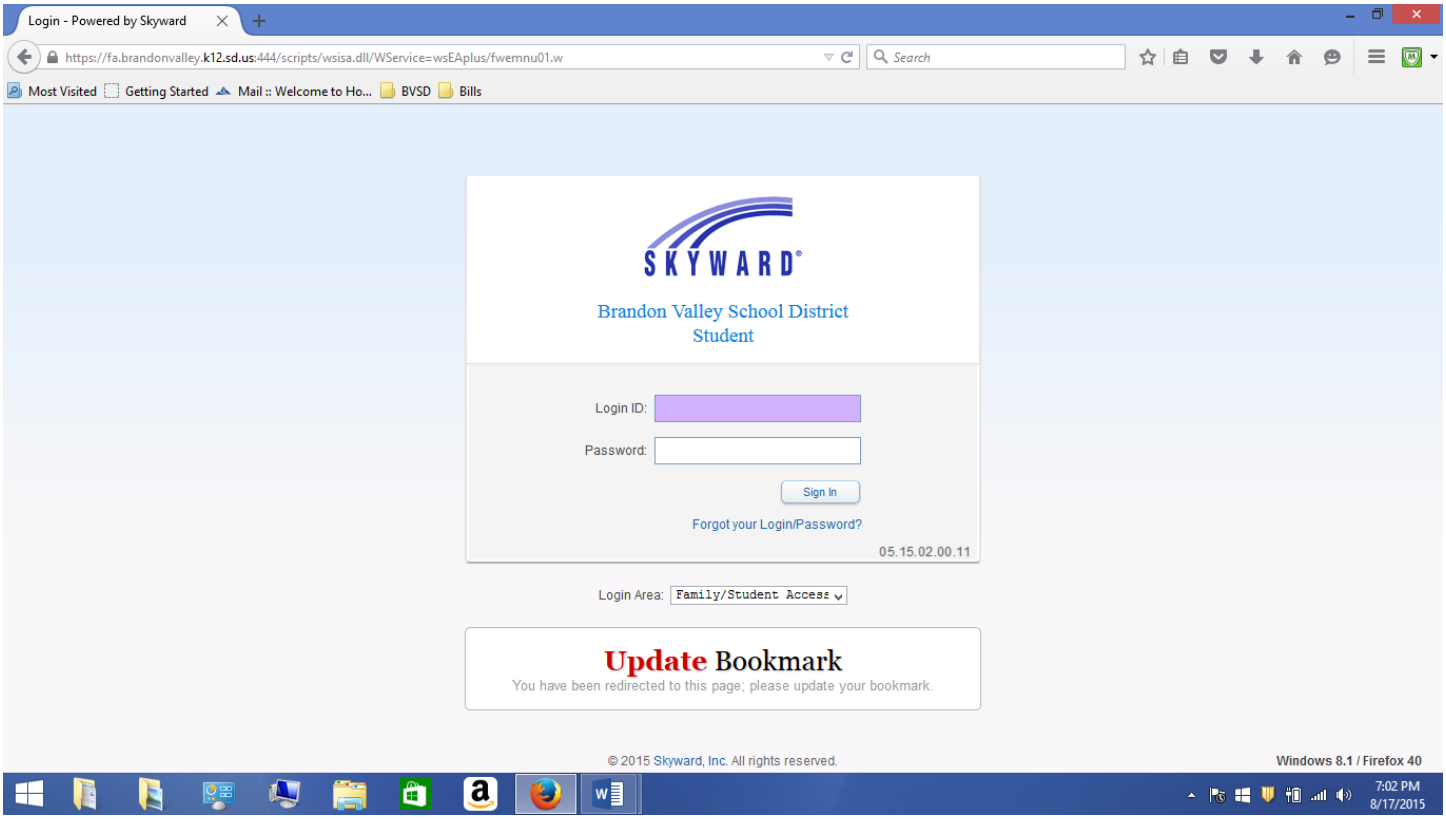
FAMILY ACCESS UPDATES

Log into Family Access from any Brandon Valley building website.

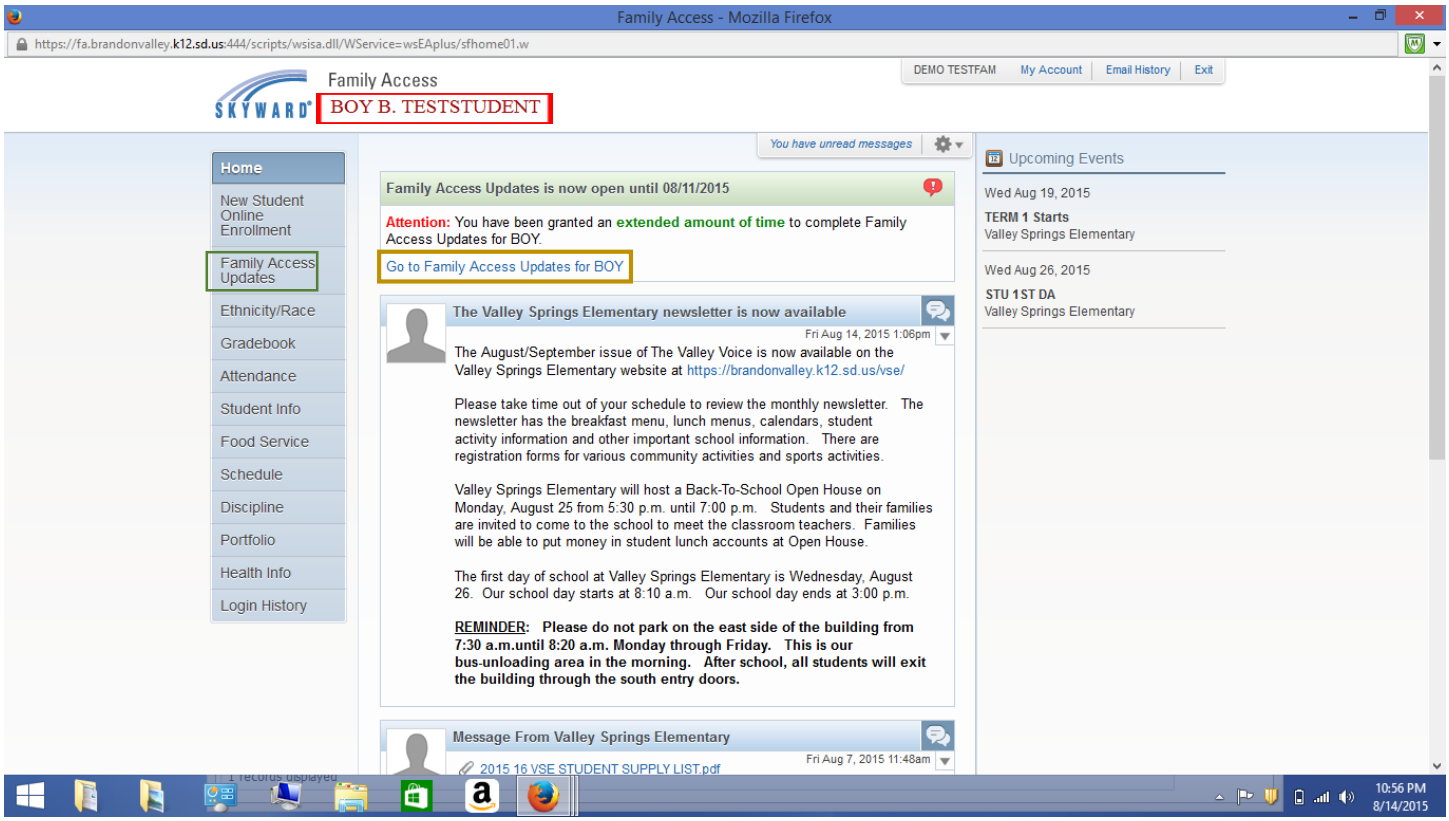
If you don't have a Family Access account, call your building secretary or the BV Administration Center.



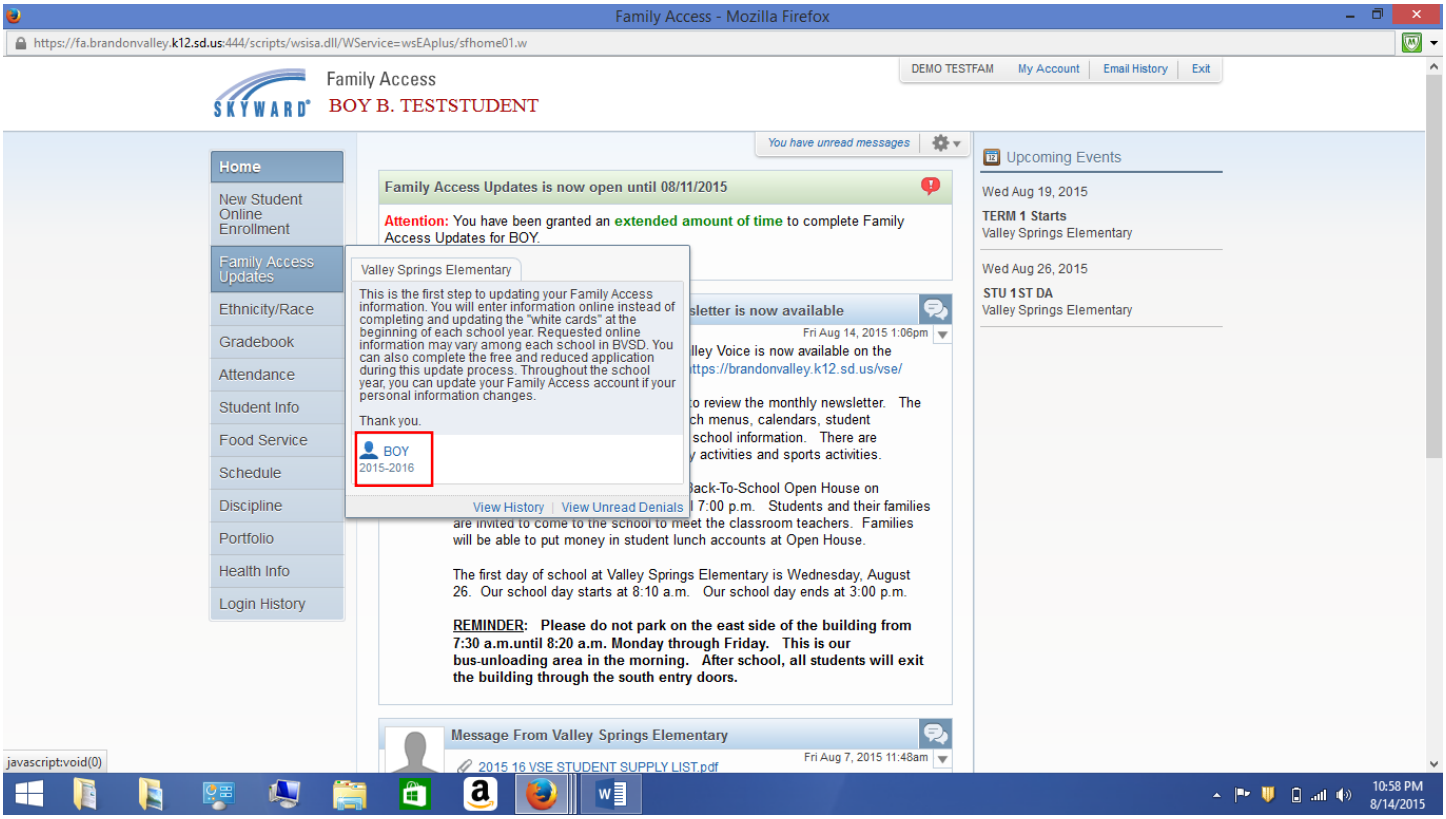
THIS PROCESS MUST BE COMPLETED FOR EACH STUDENT IN YOUR FAMILY ACCESS ACCOUNT

When viewing these directions, please be aware that screen shots and information requested may differ in each school.

1. At top left of screen, select a student from your Family Access account.
2. Select “Family Access Update” tab.
3. Select “Go to Family Access Update for (student)”.

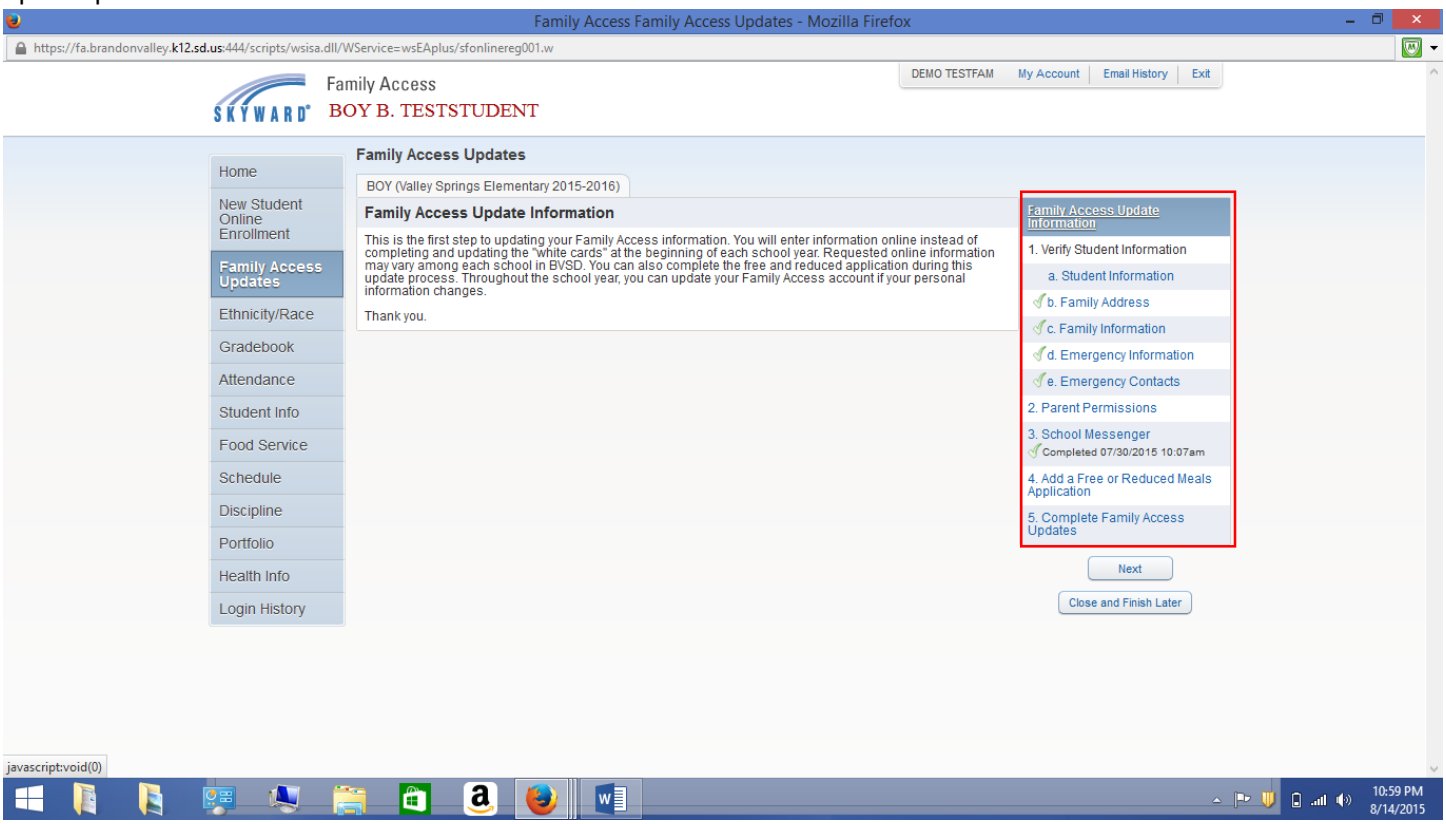


Select student name.



Select and update information in steps 1-4, then step 5 to complete. Please read the detailed instructions listed under each step in Family Access. Requested information may vary in each school.

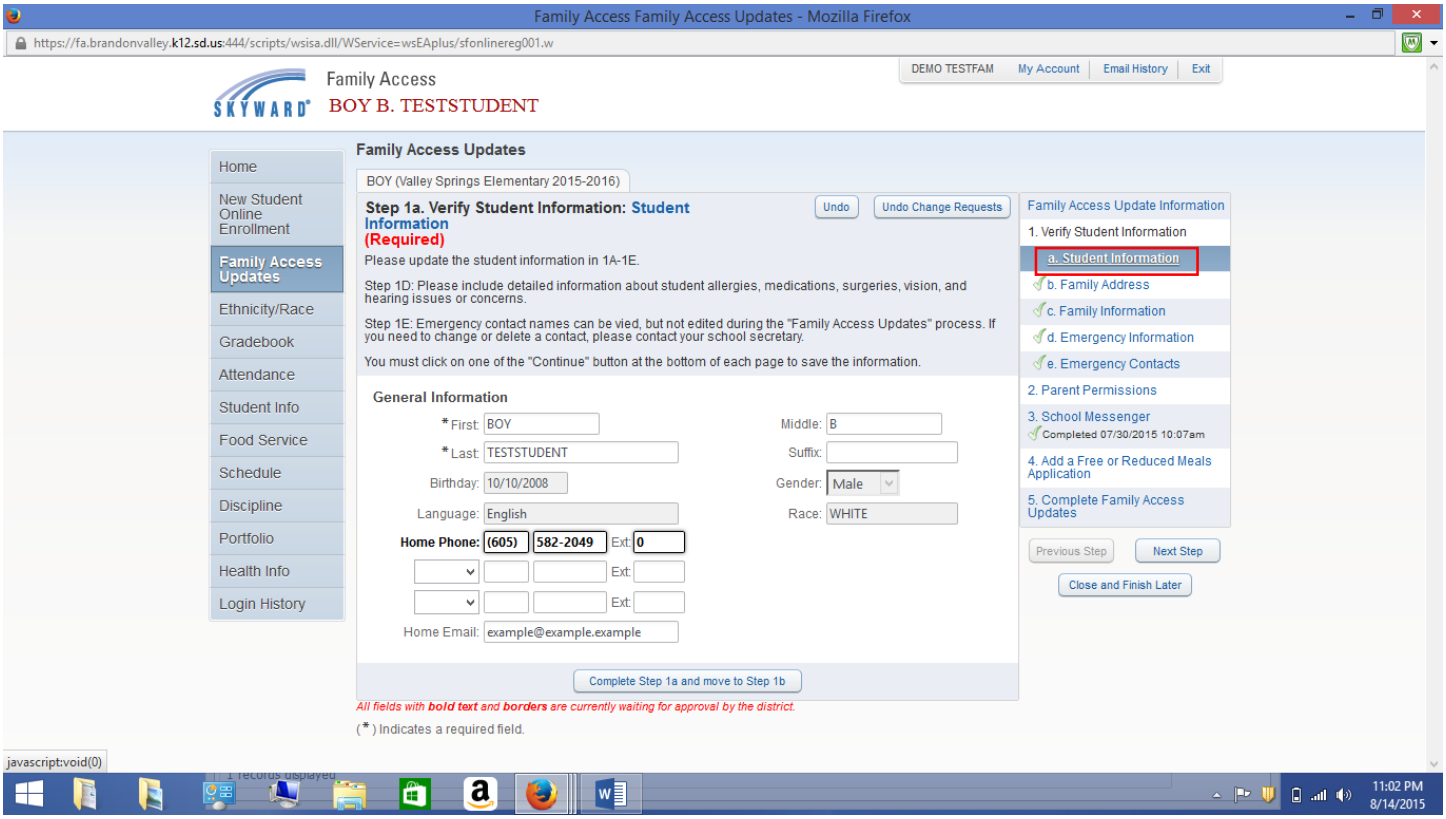
Certain information will need to be approved by your building secretary. You will be informed of these items during the update process.



1a. Student Information

This screen contains general student information. Some information may need to be approved by your building secretary after you complete all the updates.

After updating information, select "Complete Step 1a and move to Step 1b" at the bottom of the screen.



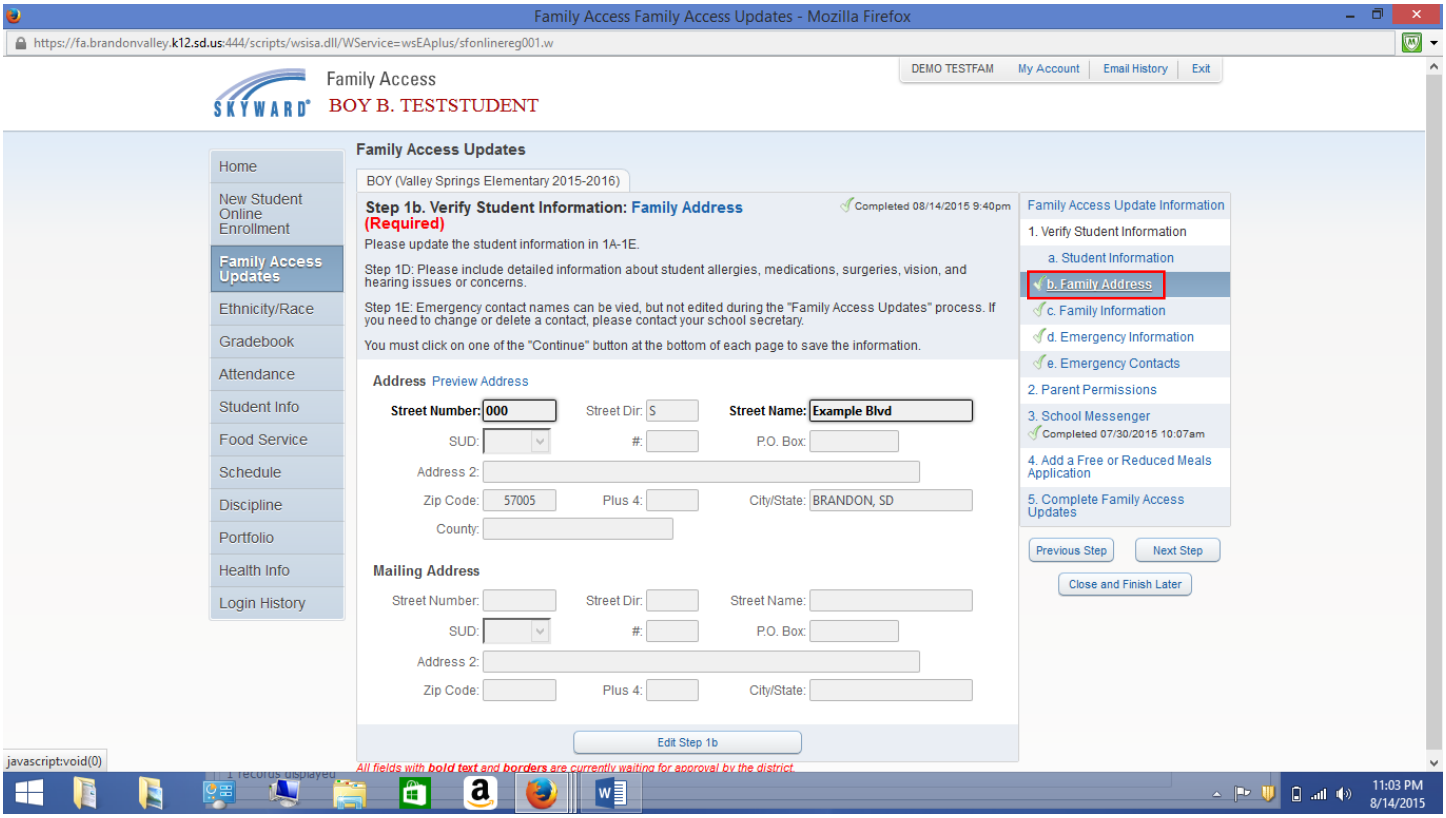
HS Students Only, Step 1A:

The third phone number is for the student cell phone number. You will not be able to update this number online. Contact the HS office to update.

1b. Family Address

This screen contains family address information. Some information may need to be approved by your building secretary after you complete all the updates.

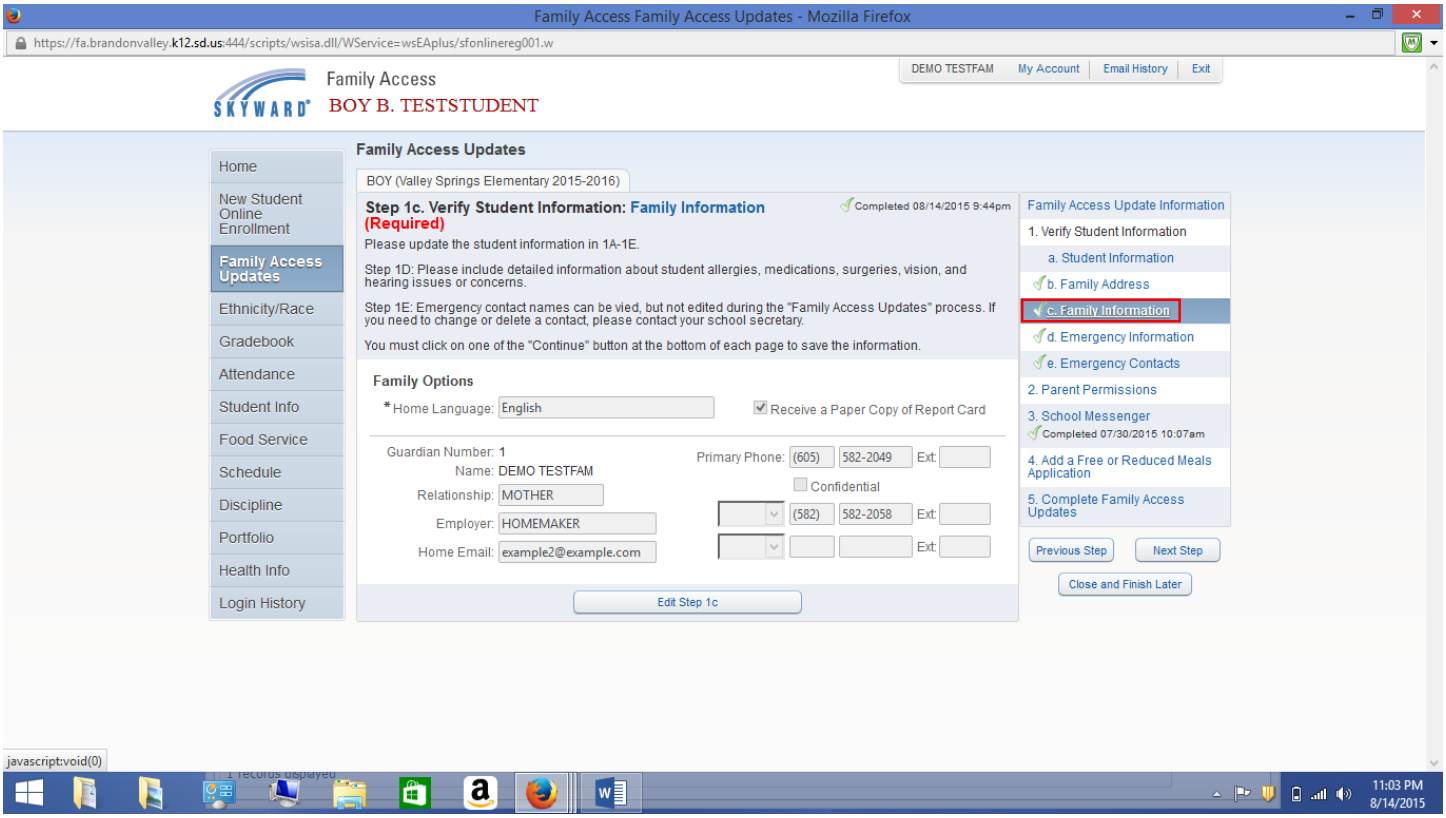
Select “Edit Step 1b” at the bottom of the screen if you need to update. After updating information, select “Complete Step 1b and move to Step 1c” at the bottom of the screen.



1c. Family Information

This screen contains information about the student's family. Some information may need to be approved by your building secretary after you complete all the updates.

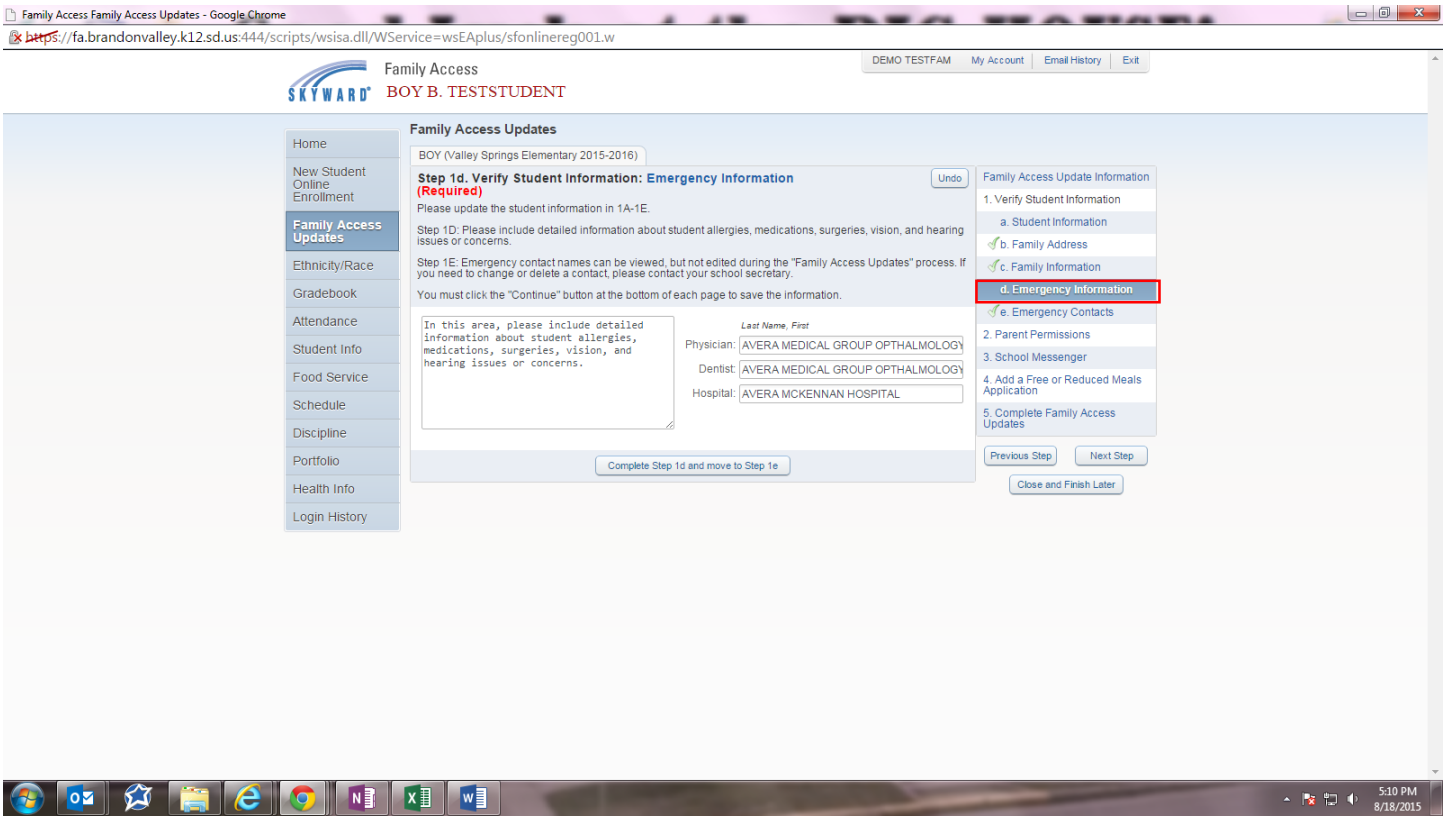
Select "Edit Step 1c" at the bottom of the screen if you need to update. After updating information, select "Complete Step 1c and move to Step 1d" at the bottom of the screen.



1d. Emergency Information

This screen contains emergency information (physician, dentist, hospital). Some information may need to be approved by your building secretary after you complete all the updates.

Select “Edit Step 1d” at the bottom of the screen if you need to update. After updating information, select “Complete Step 1d and move to Step 1e” at the bottom of the screen.



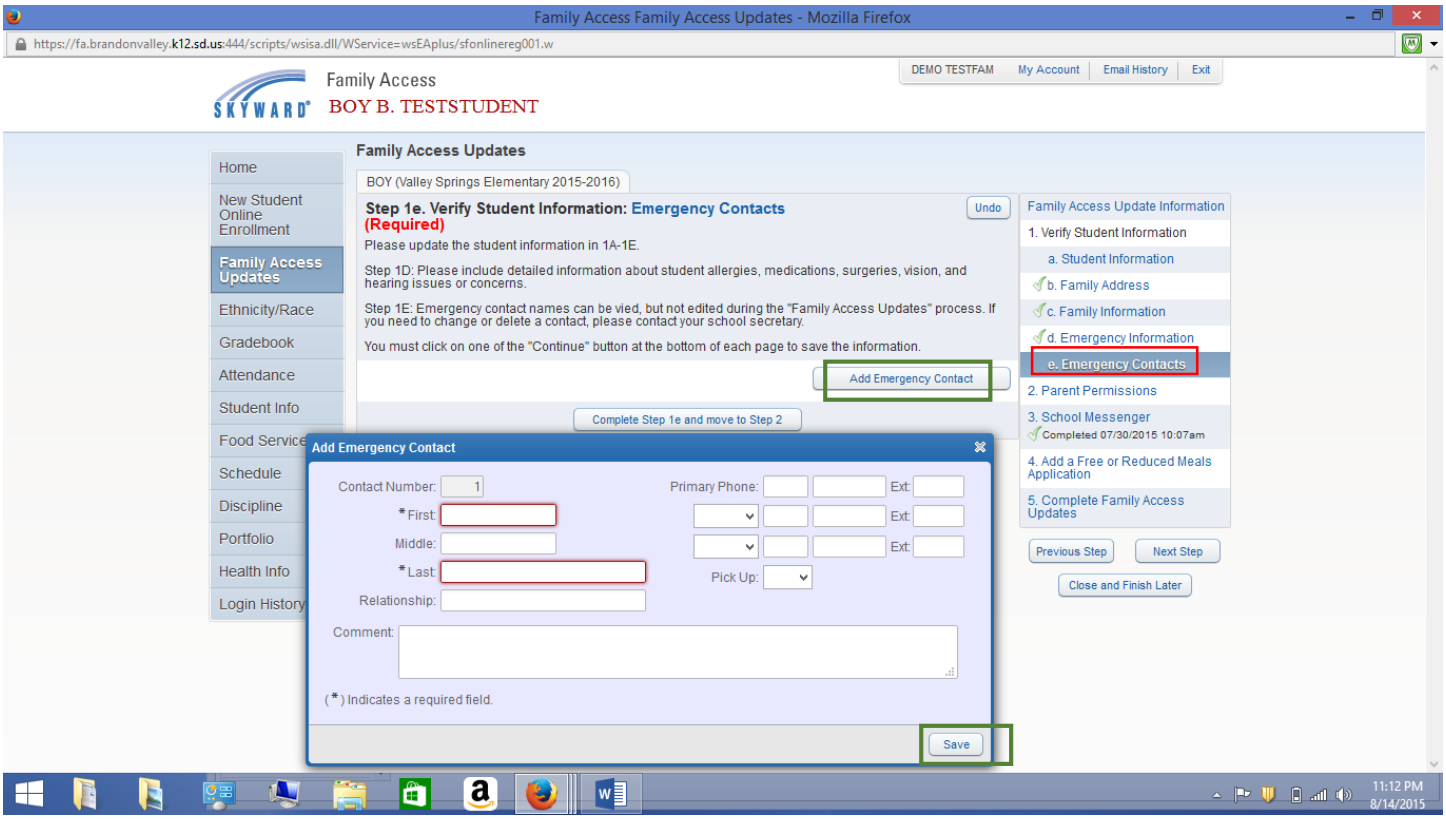
1e. Emergency Contacts

This screen contains emergency contact information. You may have up to three (3) emergency contacts.

Select "Add Emergency Contact" to add a contact. Select "Save" when you are finished.

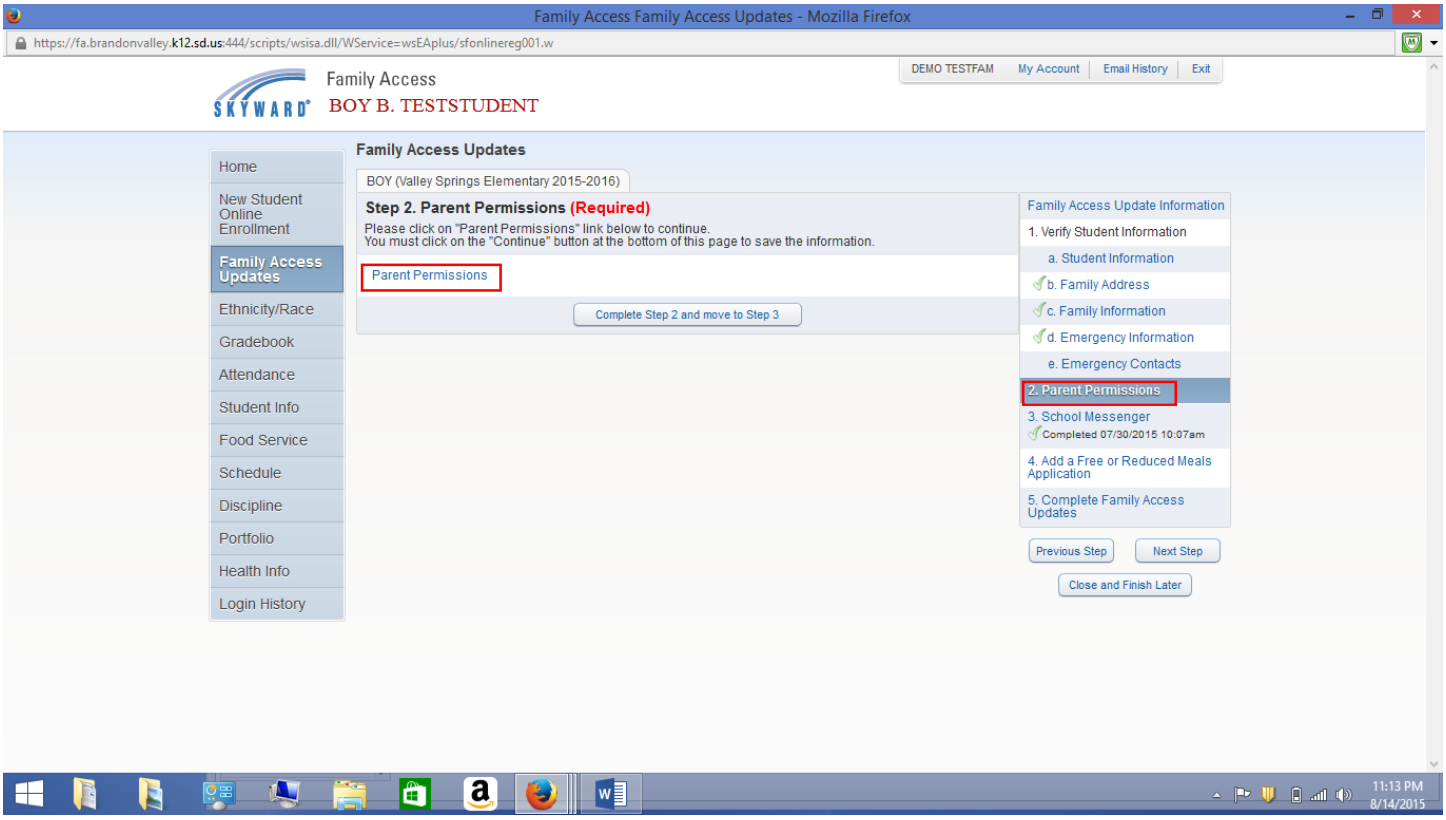
Some information may need to be approved by your building secretary after you complete all the updates.

Then, select "Complete Step 1e and move to step 2.



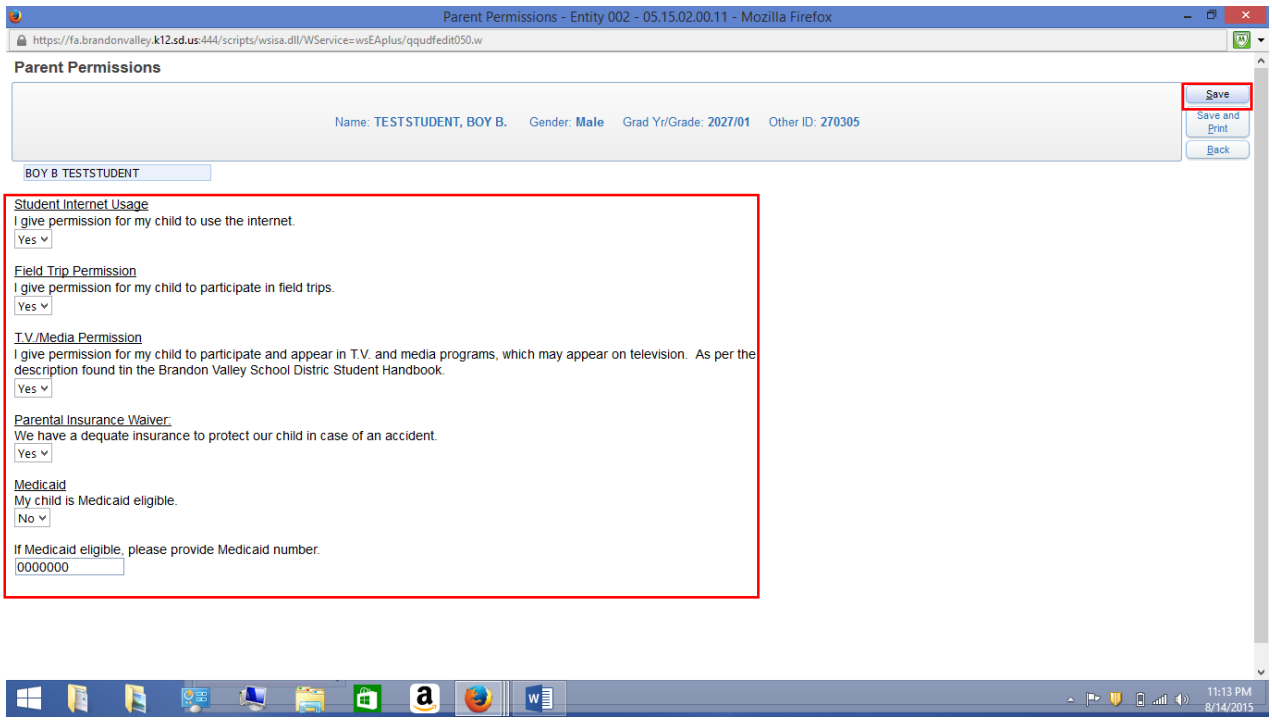
2. Parent Permissions

Select the “Parent Permissions” link.



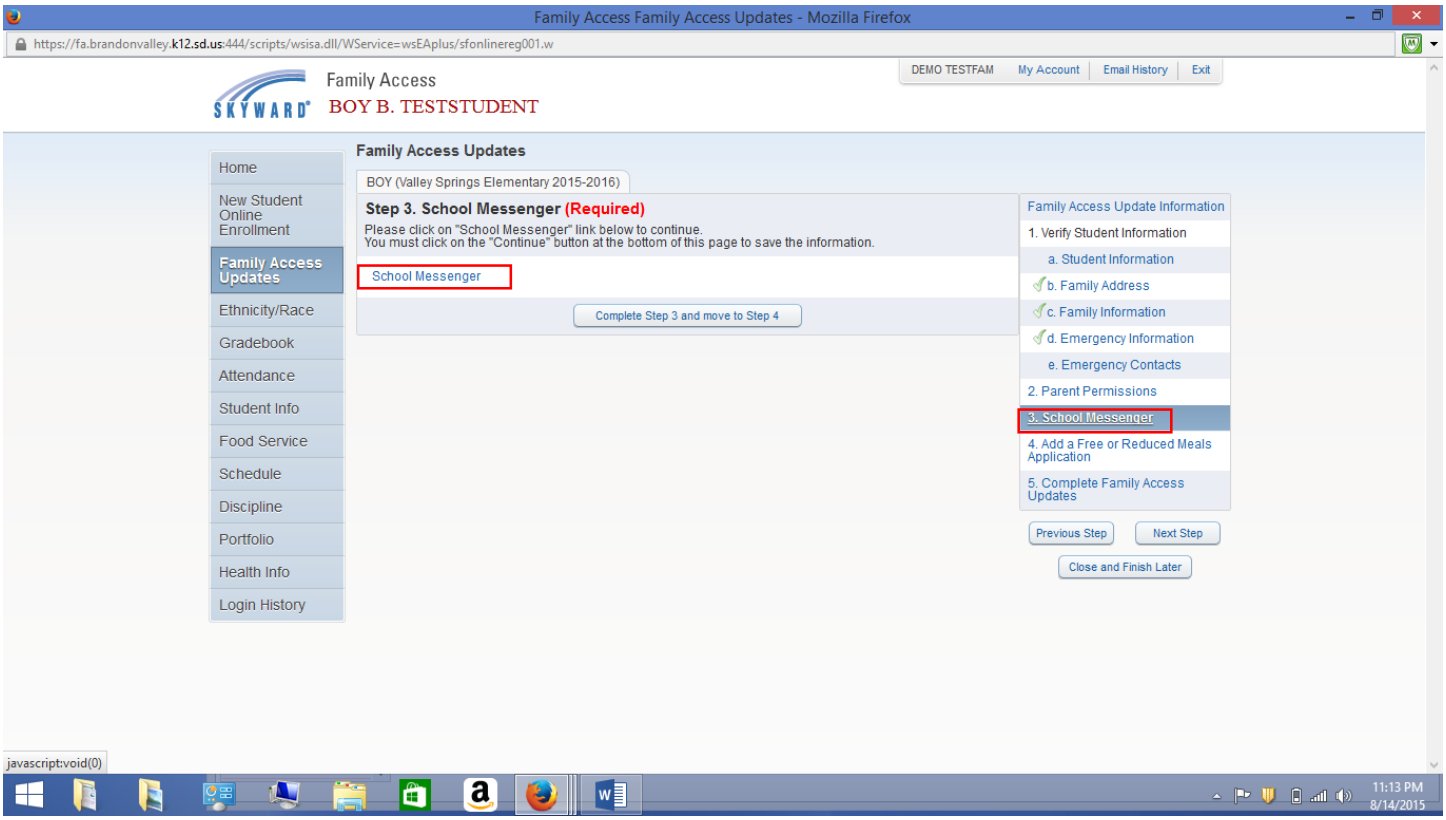
Answer each question. Select “Save” when you are finished.

Then, select “Complete Step 2 and move to Step 3”.



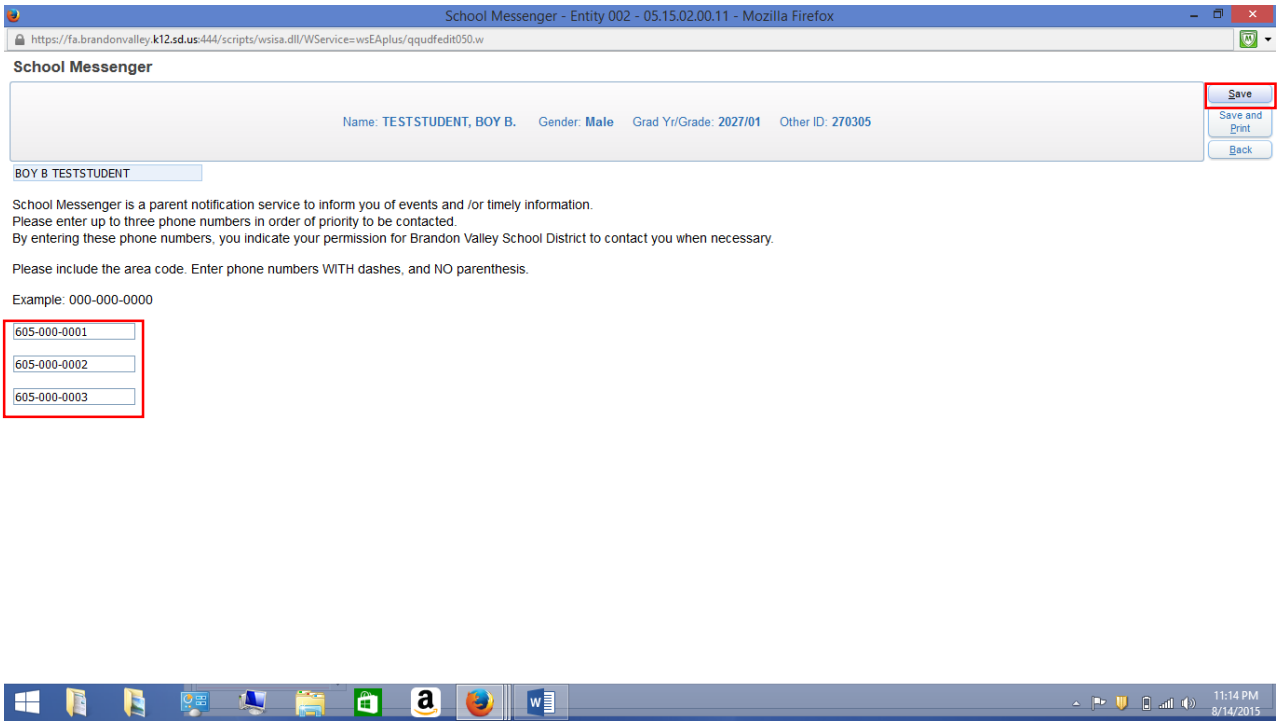
3. School Messenger

Select the “School Messenger” link. School Messenger is a parent notification service to inform you of events and/or timely information (“School Messenger” replaces “School Reach”).



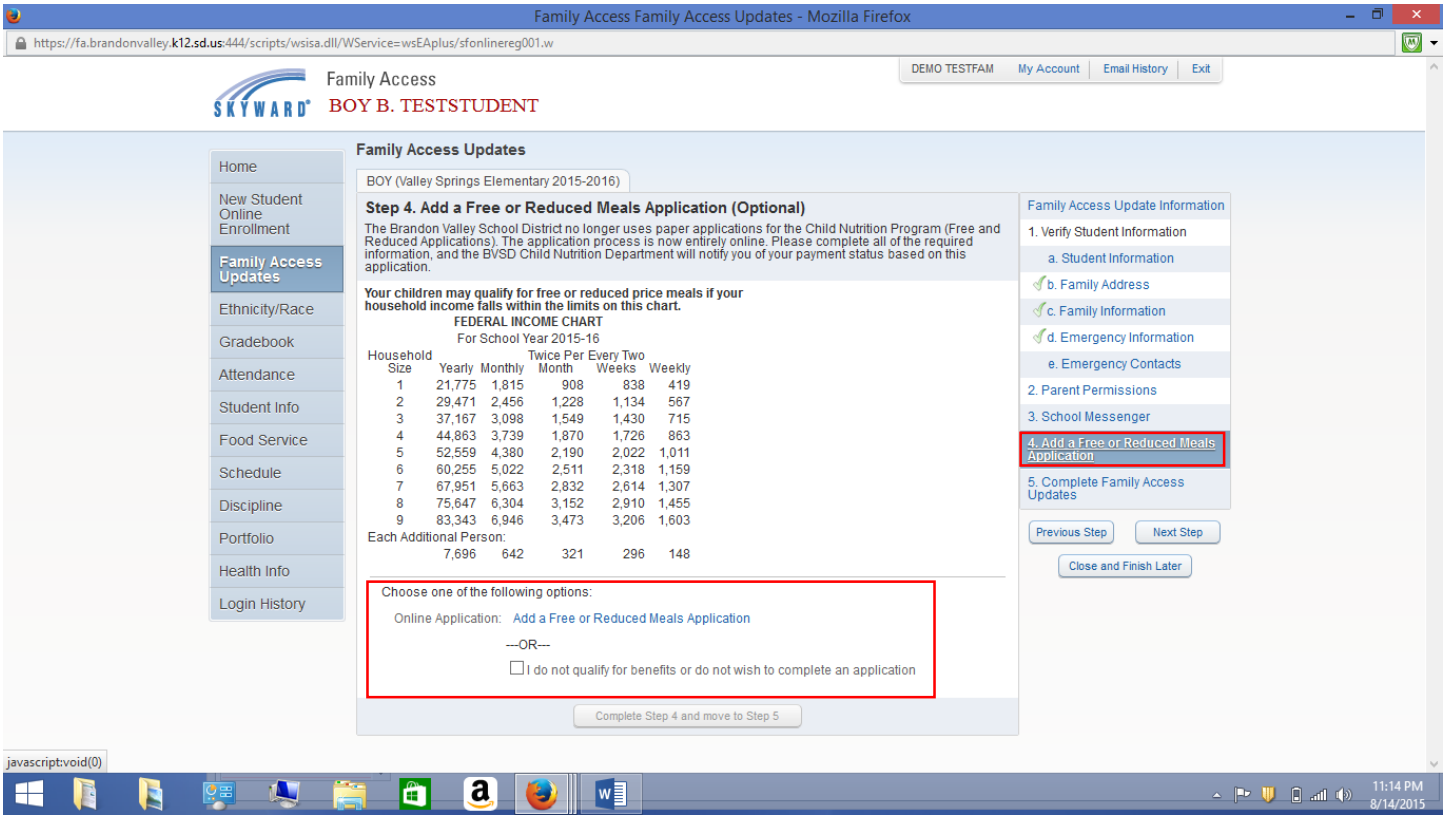
Add up to three phone numbers. Select “Save” when you are finished.

Then, select “Complete Step 3 and move to Step 4”.



4. Add a Free or Reduced Meals Application

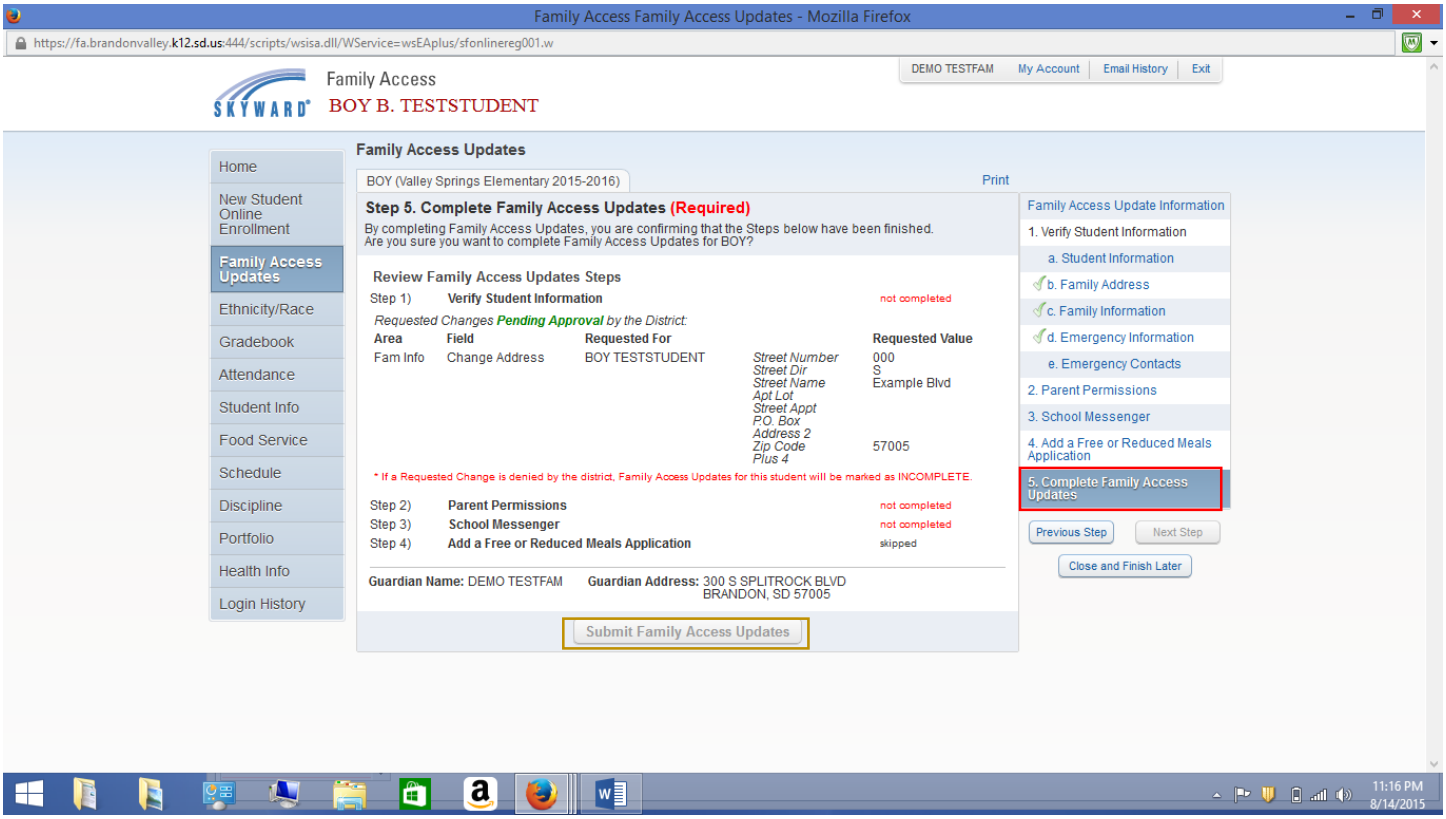
See the next section of this notebook for detailed instructions.



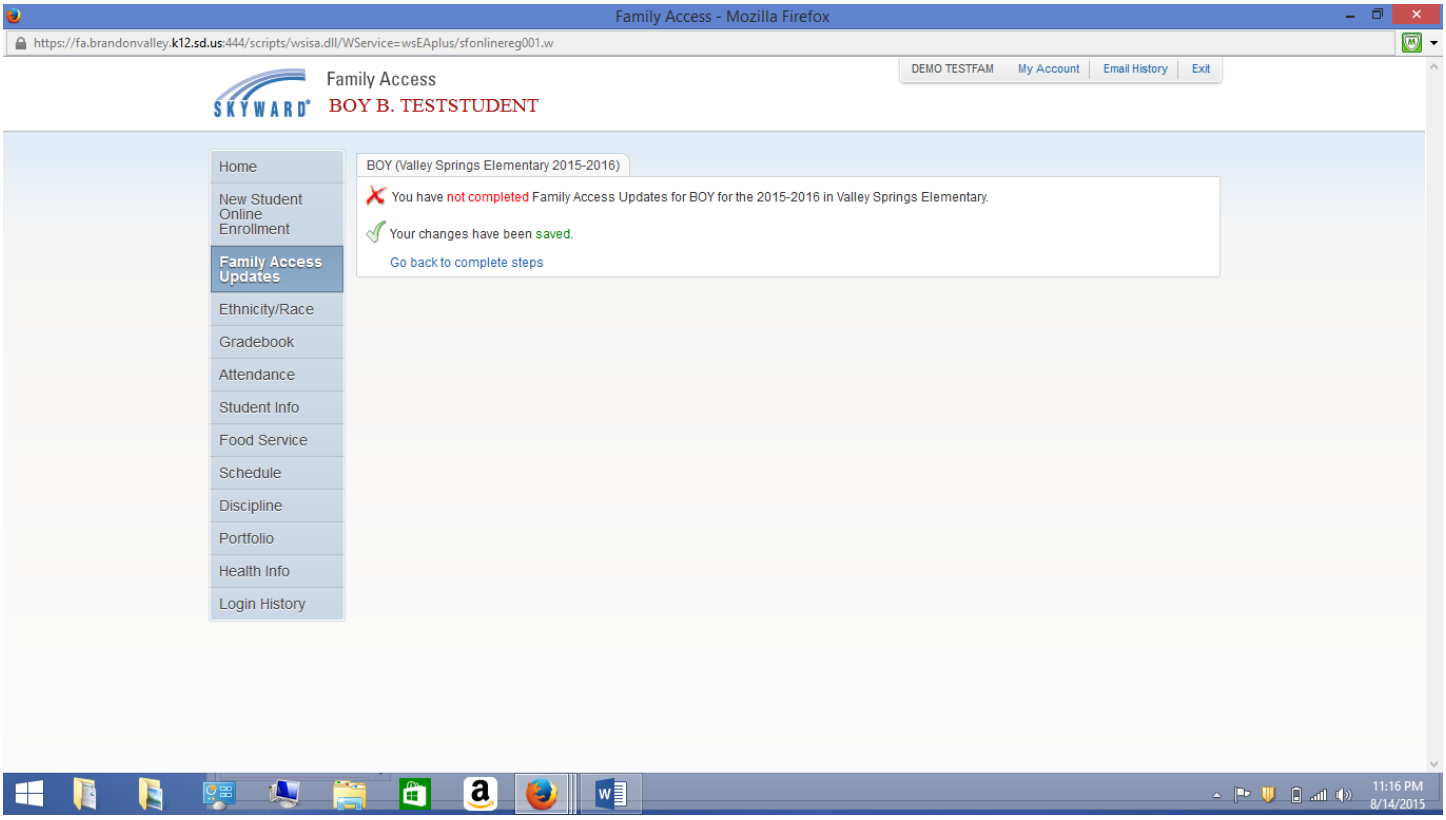
5. Complete Family Access Updates

After updating information in steps 1-4, select “Complete Family Access Updates”. This screen shows information that is “Pending Approval” by your building secretary.

Select “Submit Family Access Updates” to submit updates to your school.



Although you have updated the information in the above steps, the process isn't completed until pending items are approved by your building secretary. If your information is denied, you will be contacted by your building secretary.



THIS PROCESS MUST BE COMPLETED FOR EACH STUDENT IN YOUR FAMILY ACCESS ACCOUNT