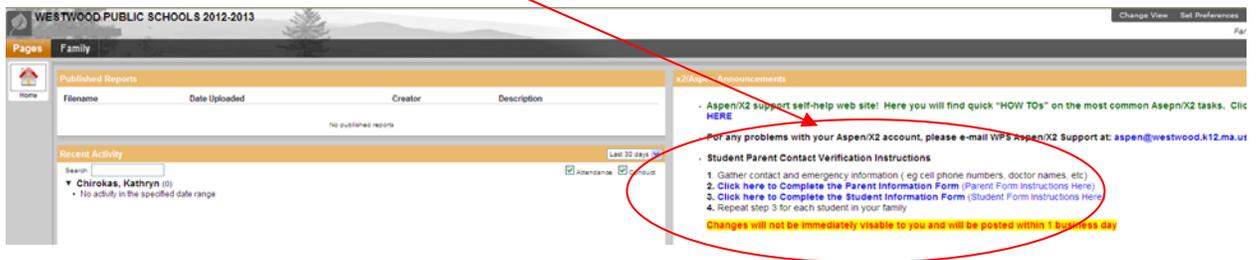


FAMILY PORTAL CONTACT INFORMATION PROCEDURE

- Go to the following link to log into the family portal: <https://ma-westwood.myfollett.com/>
- Enter the Login ID and password provided
- The Security Preferences Update window will appear the first time you log in. Add your primary email address, select a security question and provide an answer. This will enable you to retrieve a forgotten password in the future. Click the Submit button if you provided information.
- Gather contact and emergency information (eg phone numbers, doctor names, etc)
- Follow the steps outlined for **“Student Parent Contact Verification Instructions”** on the parent portal announcements.

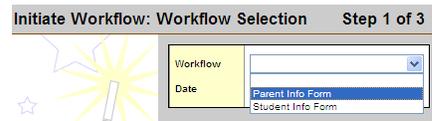


1. COMPLETE THE PARENT INFORMATION FORM:

- Click on the link for the Parent Contact Form in the parent portal announcements (this is #2)

Your are now on step 1 of 3 for the workflow.

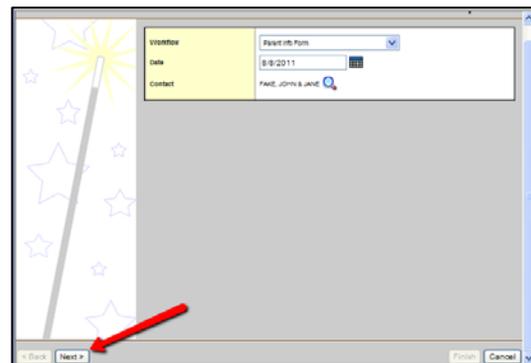
- Click on the pull down selection menu for Workflow and Select Parent Info Form



- Click on the magnifying glass  next to “Contact”. A box with your contact name will appear. Please select the contact and then click OK



- Once the parent contact is selected, Click Next at the bottom of the page.



Your are now on step 2 of 3 for the workflow.

- Provide up to 6 phone numbers for parent contact, which could include cell & work phones. These numbers will be used for normal school communications as well as emergency contact. If you filled this out last year, then your numbers will still be there and all you need to do is verify that they are still correct.
- Just below the phone numbers there is space to include up to 3 Email addresses (please include at least 1).
- Below that is a space for SMS text numbers (optional)
- Click Next at the bottom of the page.

PRIMARY PHONE for Parent/Guardian: aaaaaa
 PHONE 2: bbbbbb
 Phone 2 Description: cccccc
 PHONE 3: dddddd
 Phone 3 Description: eeeee
 PHONE 4: ffffff
 Phone 4 Description: gggggg
 PHONE 5: hhhhhh
 Phone 5 Description: iiiiii
 PHONE 6: jkkkkk
 Phone 6 Description: llllll

3: VERIFY PARENT/GUARDIAN EMAIL INFORMATION
 Please review and verify email information These email addresses will be used for all student contact automatic contact messaging system.

Primary Email: jfake@town.westwood.ma.us
 Email 2: fakej@westwood.k12.ma.us
 Email 3: jfake@westwood.k12.ma.us

4: VERIFY SMS TEXT PHONE NUMBERS
 You may provide up to 2 phone numbers which should be can be used to send text messages from th

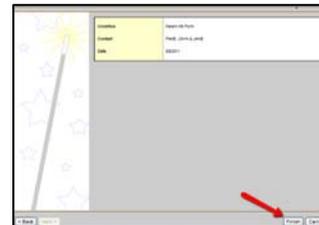
SMS Text Phone 1: 7813201021
 SMS Text Phone 2: 7815551234

STEP 3: CLICK NEXT AT THE BOTTOM OF THE FORM AND THEN FINISH

< Back Next >

Your are now on step 3 of 3 for the workflow.

- Click Finish to submit the Parent Information Form



2. COMPLETE THE STUDENT INFORMATION FORM:

- Click on the link for the Student Contact Form in the parent portal announcements (this is #3)

Your are now on step 1 of 3 for the workflow.

- Click on the pull down selection menu for Workflow and Select Student Info Form

Initiate Workflow: Workflow Selection Step 1 of 3

Workflow: [Dropdown Menu]
 Date: [Text Field]

Parent Info Form
 Student Info Form

- Click on the magnifying glass next to select a student. A box with all student members of your family will appear. Please select one student and then click OK.

2 records

Name	YOG	Homeroom
Fake Little Sister	2022	
Fake Student	2014	

OK Cancel

- Once the student is selected click Next at the bottom of the page.

Your are now on step 2 of 3 for the workflow.

- Review and edit all student information from each of the 6 sections. Once all information has been entered, click Next at the bottom of the page.

Your are now on step 3 of 3 for the workflow.

- Click Finish to Complete the Verification Process.

Workflow	Student Info Form
Student	File Little Star
Date	8/20/11

- Repeat step 2, the Student Information Form, for each student in your family.