This guide contains screen shots, tips and detailed information to help get you to the Annual Family Update site and through the entire process!

**Who can do Annual Family Update?**
The legal parent/guardian that has a parent portal account for a student who is currently in a DPS school can complete Annual Family Update. This includes new students to DPS who have completed Round 1 or Round 2 applications and are enrolled in a DPS school.

Families have the opportunity to participate in an “Early Bird” period that will begin May 1 and end May 31 at 4 p.m.

Annual Family Update will also be available over the summer, from July 20 until your student’s first day of school.

*Note: Families need an active Parent Portal account to participate in Annual Family Update; to create a Parent Portal account, visit myportal.dpsk12.org.*

**Benefits**

**Families:**

- More convenient
  - Submit your form when it is convenient to you
  - One application for the whole household
  - Save and return to it later

- Consistent parent registration experience
  - Families enter all the information
  - More or less the same questions for each student

- Quicker process time
  - Annual Family Update participants don’t need to complete a paper registration at the school. Submit one form for all students even if they attend different schools

**Restrictions**

This tool is available for parent(s)/guardian(s) from May 1 to May 31 at 4pm.

There are some things that a parent/guardian will not be able to modify. To make these changes, the parent/guardian will need to contact the school and get next steps to provide the necessary supporting documentation. Once the supporting documents have been received, the change can be entered into IC.
## FEATURES AND RESTRICTIONS

### FEATURES

- Add a Parent/Guardian
- Add Emergency Contacts
- HLQ and PPFS
- Upload Proof of Address for Address Change
- Available in English, Spanish and Vietnamese
- Health info reviewed through Health Staff Processing
- Guardian can give permission for educational technology and student data privacy
- All students received Google Access automatically
- Guardian submits only one application
- Add continuous enrollment for new students
- Add contact information
- Assign relationships
- Remove emergency contacts
- Parent permission release
- Health Information
- Federal programs
- Completed by household
- Completed by parent/guardian in primary household only

### RESTRICTIONS

- Add or change race/ethnicity
- Change names
- Remove parent/guardian
- Change address
- Change date of birth
- Change gender
- Change grade
- Change school
- Need portal account to access
Annual Family Update is an online tool for DPS families to update registration information online. Updating your information online will save you time during the fall registration process.

Contact the school for registration information such as dates, times, uniform purchases, etc.

1. LOG IN

- In Chrome or Firefox, copy and paste the following URL; the IC login window will open:
  https://campus.dpsk12.org/campus/icprod.jsp

- Enter your Parent Portal username and password and click on the Sign In

Click here for information on retrieving your Parent Portal username/password or creating an account.

INFINITE CAMPUS (GREEN PAGE)

If at any point you arrive at the green Infinite Campus screen, proceed as follows:

A. Click on Single Sign-On (SSO)

B. Enter your Parent Portal username and password
FORGOT ACCOUNT LOGIN / NO PARENT PORTAL ACCOUNT

- Copy and paste the following URL in Chrome or Firefox:
  https://myportal.dpsk12.org/

- To retrieve your username or password, click Forgot username or Forgot Password (Parent)

- To create an account, click Create an Account located below the “My Portal” title
  - You will need your student’s ID number (lunch number) and your email as it is in our database

2. ANNUAL FAMILY UPDATE

- Click More, on the left-hand side

- Click Annual Family Update (after Bus Information)
3. Let's Begin

The following page will display all students in the household.

**Note:** If there is a student missing from the household, contact the school to update your household information.

- Click Begin

4. Language Selection

Select your preferred language

5. Electronic Signature

Type in your “formal signature” required by the CDE.

**Note:** Type your name as it is displayed in the welcome message.

**Note:** If at any point during Annual Family Update there are red boxes covering the questions/selections, click on the red box to minimize them.
6. Household Tab

- Verify the information in each of the sections.

- Your address is displayed under the “Home Address” section; if your address is not correct, click the box to indicate the address is no longer current then click “Upload proof of address” to submit your proof of address.

- Move onto the next section by clicking “Next”.

- When you are finished with each section, click “Save/Continue” to move onto the next tab.

When the “Household” tab is complete, it will change colors from Blue to Green.

7. Parent Tab

- The parent(s) highlighted in yellow have incomplete information that needs to be verified (image #1).

- Click the “Edit” buttons (image #1) for each parent.

- Verify the information in the sections (same as the Household tab) for each parent in your household.

- After all parent information has been verified, the parent(s) will no longer be yellow. You will see a green check mark next to their names. Click “Save/Continue” to proceed to the next tab (image #2).

When the “Parent” tab is complete, it will change colors from Blue to Green.
8. Emergency Contact Tab

- The person(s) highlighted in yellow have incomplete information that needs to be verified (image #1).
- Click the “Edit” button (image #1) for each person to complete this process.
- Verify the information in each of the sections (same as the previous tabs) for each emergency contact in your household.
- When this is complete, your contacts will no longer be yellow. You will see a green check mark next to their names. Click “Save/Continue” to proceed to the next tab. (image #2).

When the “Emergency Contact” tab is complete, it will change colors from Blue to Green.

9. Student Tab

- If you do not see all students in your household, contact your students school.
- This tab contains the most sections/data and is the bulk of the process. Verify the information in each of the sections (same as the previous tabs) for each student in your household. (image #1).
- When this is complete, your students will no longer be highlighted in yellow. You will see a green check mark next to their names. Click “Save/Continue” to proceed to the next tab (image #2).

When the “Student” tab is complete, it will change colors from Blue to Green.
10. Completed Tab

Click on the “Annual Family Update Summary PDF” (circled) to review your information in detail before you click submit.

- Your application is not submitted until you click “Submit”.

11. Annual Family Update Summary—Pre Submission

*Note: The circled Approval Information is blank because the Annual Family Update has not been approved by a DPS staff. The Annual Family Update needs to be submitted; the time stamps will populate once you have submitted your application successfully.

12. Submission

- Return to the Annual Family Update window and click Submit.
- A pop-up box will appear asking if you are ready to submit your application. If you clicked “Submit” by accident, you also have the option to cancel your submission.
13. Confirmation

- Optional: We strongly urge you to click on “Annual Family Update Summary PDF” and save, print, or email a copy to yourself for your records after submitting.

14. Verification Summary—Post Submission

**Note:** Now that you have submitted your application successfully, a Submission Date and Submission Time are now populated in the top-right corner (circled). This indicates the application has been submitted and is ready for DPS Staff approval.

**Note:** When the Annual Family Update has been approved, you will see the “Approved By” and the “Approved Date” populated (circled).