



1

If EGRPS does not have your email address on file, you will see the screen below, when first logging in. If you do not see the following screen, click **Account Info**.

2

From this screen you can change your email address as well as change your login and password for Family Access. By entering your email address, your student's schools will be able to distribute newsletters and ease communication with your student's teachers.

Student: School: [Account Info](#) [Print](#) [Logout](#)

My Account Information

Name: **Jim Example** Phone: **(616) 555-5555**

Address:

Email:

- [Change My Login](#)
- [Change My Password](#)
- [Change My Email](#)

The district office does not have your email address. Please provide your email address by selecting the 'Change My Email' button, or mark the check box if you choose not to provide an email address to the district at this time.

Record no Address

General Information

- [Student Information](#)
- [Attendance](#)
- [Schedule](#)
- [Login History](#)

3

After entering your email address, look for the **Student Information** link on the left hand side of the screen. Confirm that each student's information is correct by choosing from the "Student:" selection. Fill out each section of the paper form that needs to be corrected.

Student: School: [Account Info](#) [Print](#) [Logout](#)

Student Information [Student/Family Info](#)

Test T. Example

Address: **1111 Example Rd
Grand Rapids, MI 49506**

School Email: student@school.com
Home Email: student@home.com

Alert Information

Birthdate: **01/01/2000** Age: **7** Gender: **Male**
Grad. Year: **2018 (01)** Language: **English** Homeroom:
School: **Pre School** Locker: Advisor:
Status: **Active - Full-time** Combination: Disc. Officer:

Family 1

Jim Example (Father) Address:
Phone: **(616) 555-5555** **1111 Example Rd**
Cellular: **(616) 555-1212** **Grand Rapids, MI 49506**
Work: **(616) 555-6666**

Emergency Contacts

Name	Primary	Second	Third
Contact Example	(616) 555-4444		

Note: Under the Student Information, School Email and Home Email are fields for the student. If your email address is listed here, you still need to enter your email address under "Account Info" with the **Change My Email** button.

4

Once your student's and your information are corrected on the form, return to an EGRPS building. If no corrections are needed, check the corresponding box and return to an EGRPS building.