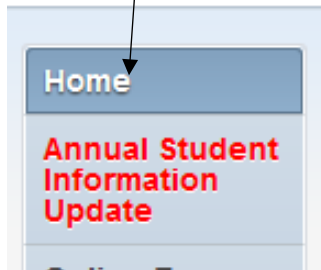


## How to update family information in Family Access

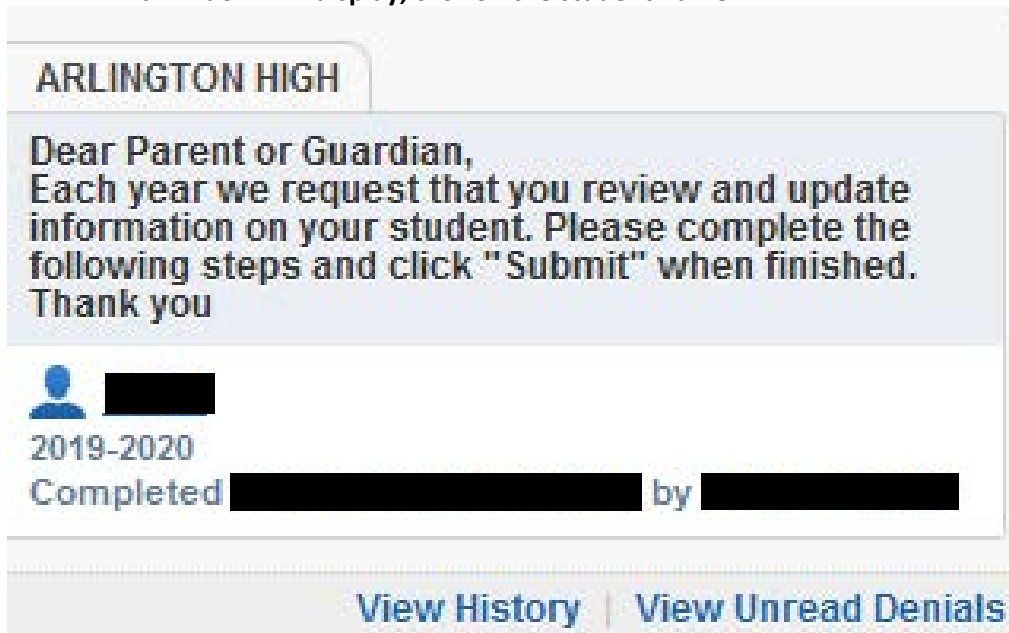
If you have previously submitted your annual student information update and wish to review and/or make any changes, please follow these steps.

1. Click on the “Annual Student Information Update.”

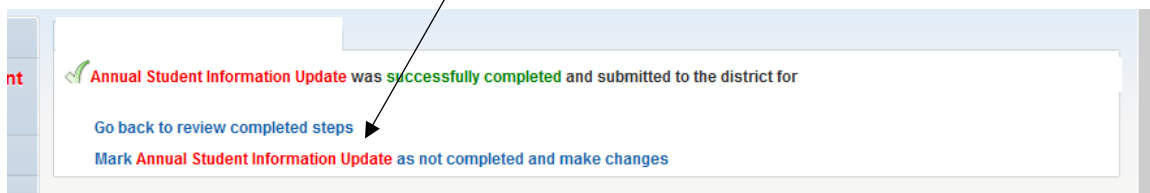
Click here



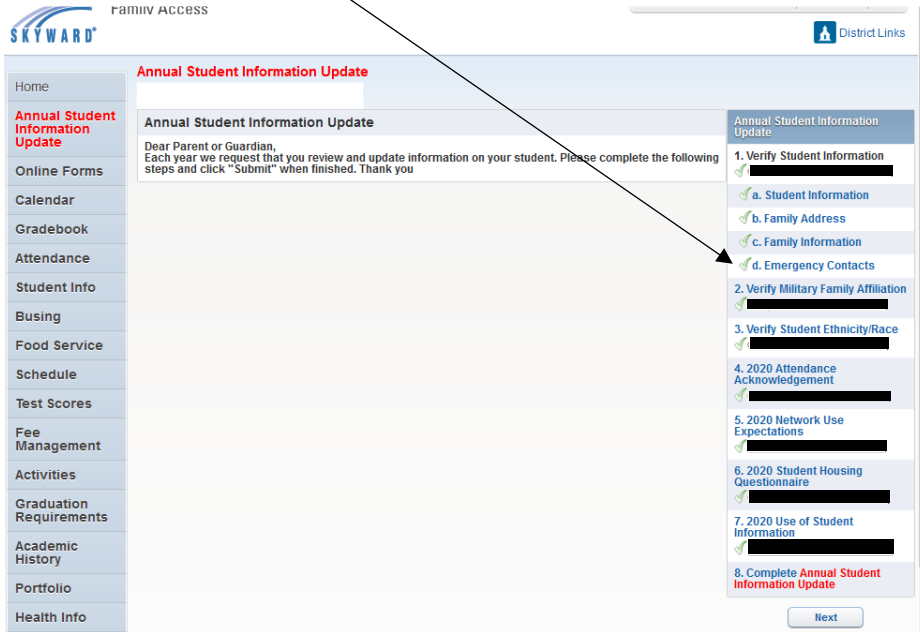
2. This window will display, click on the student name



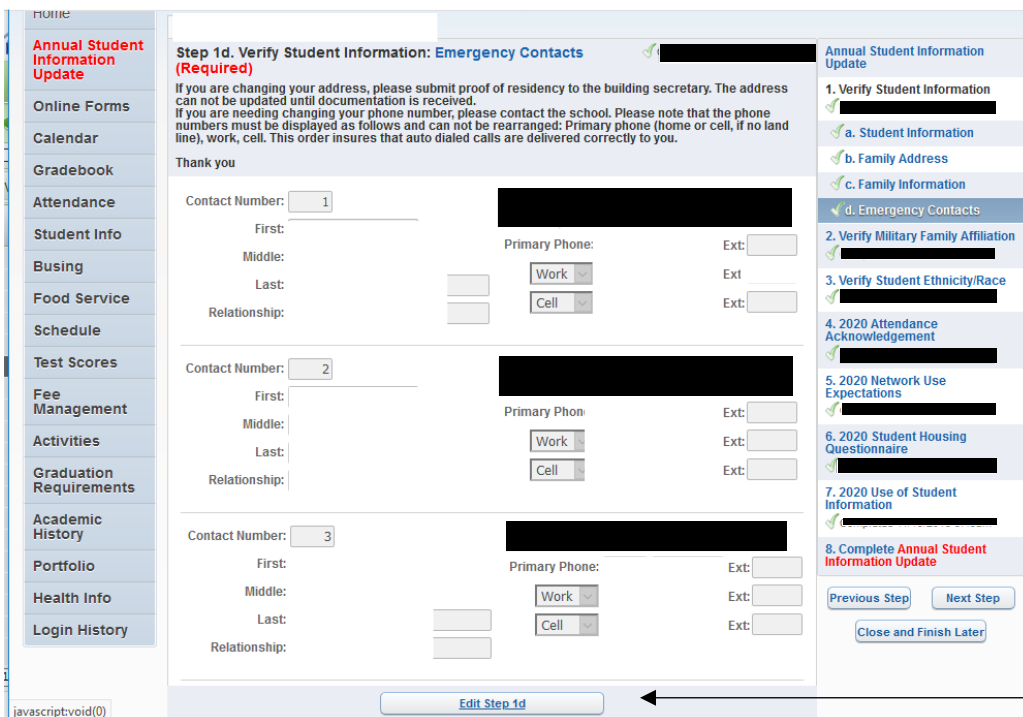
3. You will need to “Mark as incomplete and make changes”



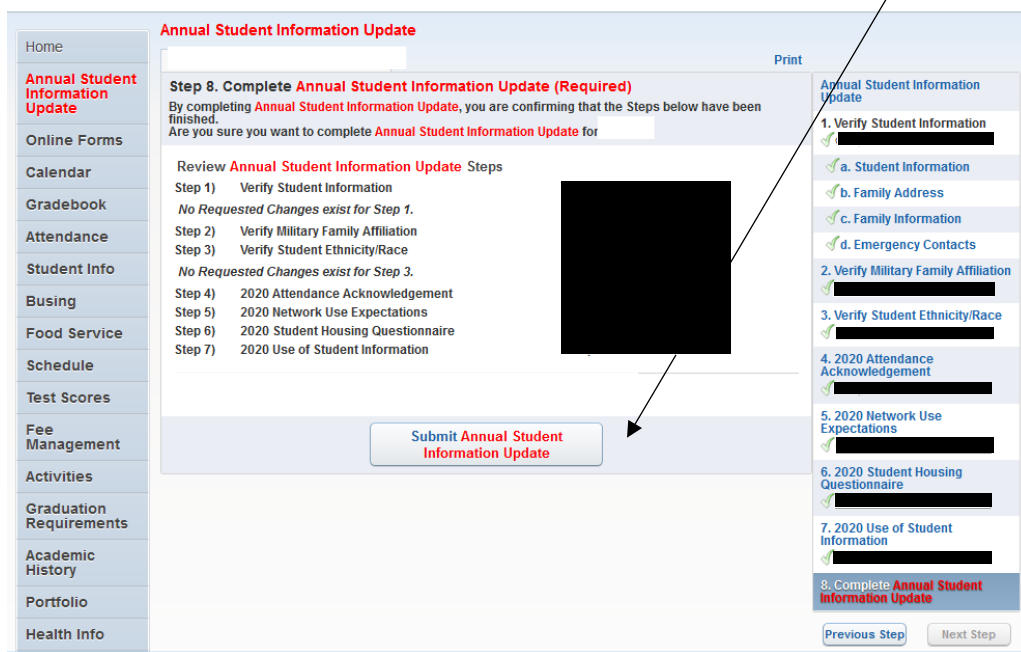
4. You will then be able to choose a specific step that you may want to make changes from on the right hand side.



5. Once have chosen a step you will click the “edit step” button on the bottom to complete your revision(s)



6. When you have finished, click the “Submit” button on the bottom of the screen to complete the process and save your changes.



**Annual Student Information Update**

Home Print

**Annual Student Information Update**

**Step 8. Complete Annual Student Information Update (Required)**  
 By completing Annual Student Information Update, you are confirming that the Steps below have been finished.  
 Are you sure you want to complete Annual Student Information Update for [REDACTED]?

Review Annual Student Information Update Steps

Step 1) Verify Student Information  
*No Requested Changes exist for Step 1.*

Step 2) Verify Military Family Affiliation  
 Step 3) Verify Student Ethnicity/Race  
*No Requested Changes exist for Step 3.*

Step 4) 2020 Attendance Acknowledgement  
 Step 5) 2020 Network Use Expectations  
 Step 6) 2020 Student Housing Questionnaire  
 Step 7) 2020 Use of Student Information

**Submit Annual Student Information Update**

**Annual Student Information Update**

1. Verify Student Information  
 ✓ a. Student Information  
 ✓ b. Family Address  
 ✓ c. Family Information  
 ✓ d. Emergency Contacts

2. Verify Military Family Affiliation  
 ✓ [REDACTED]

3. Verify Student Ethnicity/Race  
 ✓ [REDACTED]

4. 2020 Attendance Acknowledgement  
 ✓ [REDACTED]

5. 2020 Network Use Expectations  
 ✓ [REDACTED]

6. 2020 Student Housing Questionnaire  
 ✓ [REDACTED]

7. 2020 Use of Student Information  
 ✓ [REDACTED]

**8. Complete Annual Student Information Update**

Previous Step Next Step