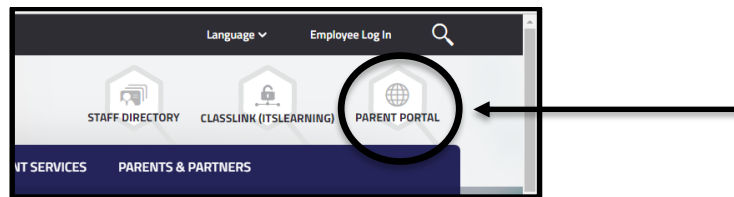




How to add “Authorized Individuals for Checkout” – 2018-2019

All “authorized” individuals to check out a student must be in *Parent Portal* (online system for all student contact information). You may update or change all “authorized” individuals by following these procedures.

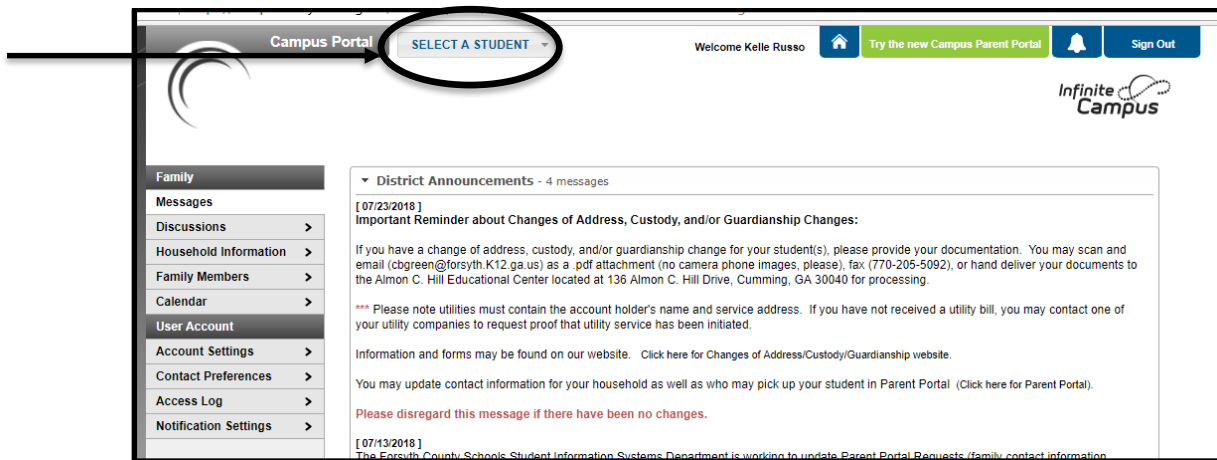
1. Access “*Parent Portal*”. You can locate this from the upper right corner of our website. Go to <https://www.forsyth.k12.ga.us/riverwatchms>
2. Select on the Parent Portal icon.



3. You will then be prompted to sign-on to *Parent Portal*.

Note: If you are unable to sign-on, you will need to bring your driver’s license (government provided ID) to the school. The front office staff will be able to submit an “ID/Password” reset. This may take up to 24-48 hours to process. This is for the protection and security of all our students.

4. Click on “Select A Student”. You MUST select a student to proceed.





5. Once you have selected a student, select on “*Demographics*” on the left side of the screen.

Sunday	Monday	Tuesday	Wednesday	Thursday
			01	
	05	06	07 Nicole A	08
	12	13	14	15
	19	20	21	22
	26	27	28	29

6. In the center of the screen you will *update* or *add* non-household contacts. This is the section that will allow you add or change who is “authorized” to checkout your student. Anyone that attempts to checkout a student must be “authorized” on this list. This is for the safety and security of your student.

Demographics

****When adding a new contact, add at least one phone number (required) for the contact.

*Spouses/Significant others are not listed as guardians of each other.
*Siblings are not listed as guardians of each other.

Personal Information

Legal Name: [Redacted] Date of Birth: [Redacted]
Gender: F

Non-Household Contacts

Work Phone : [Redacted] Relationship with Nicole: Other/Contactee
Cell Phone : [Redacted] Guardian: No
Other Phone : [Redacted] Contact Order: [Redacted]
Email : [Redacted] Secondary Email : [Redacted]

[Update] [Remove]

Work Phone : [Redacted] Relationship with Nicole: Neighbor/Contactee
Cell Phone : [Redacted] Guardian: No
Other Phone : [Redacted] Contact Order: [Redacted]
Email : [Redacted] Secondary Email : [Redacted]

[Update] [Remove]

[+ Add Contact]

NOTE: You MUST repeat this process for each student.