

## **Instructions for Reviewing/Updating/Adding Household and Non-Household Members in Parent Portal**

1. Log in to Parent Portal by CLICKING on the following link:  
<https://campus.forsyth.k12.ga.us/campus/portal/forsyth.jsp>
2. Enter your USERNAME and PASSWORD.
3. Click "SELECT A STUDENT" (only required if you have multiple students within FCSS).
4. Click "DEMOGRAPHICS" Note: The student's Personal Information and Non-Household Contact Information will appear. On this screen, you have the ability to Update/Remove/Add Non-Household contact information.
  - To UPDATE: Click the Update tab, edit the information, click SEND UPDATE, Click OK.
  - To REMOVE: Click the Remove tab, enter COMMENT, click SEND UPDATE, click OK.
  - To ADD CONTACT: Click the Add Contact tab, enter the Contact's information, click SEND UPDATE, click OK.
5. Once information has been edited, removed and/or entered, please SIGN OUT.
6. ***Please note that changes and/or updates made under "Demographics" can take up to 24 hours to reflect in Parent Portal. Parents are advised to keep Household and Non-Household contacts as CURRENT as possible.***

**Thank you for your support of DeSana Middle School!**