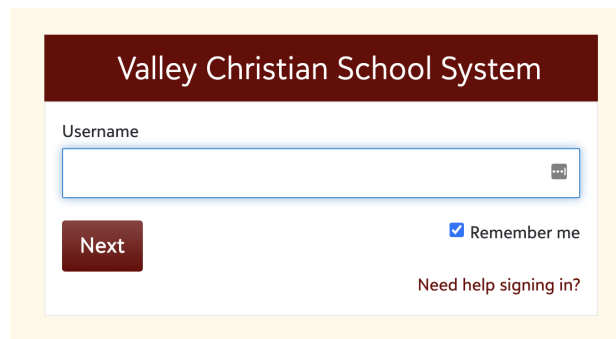


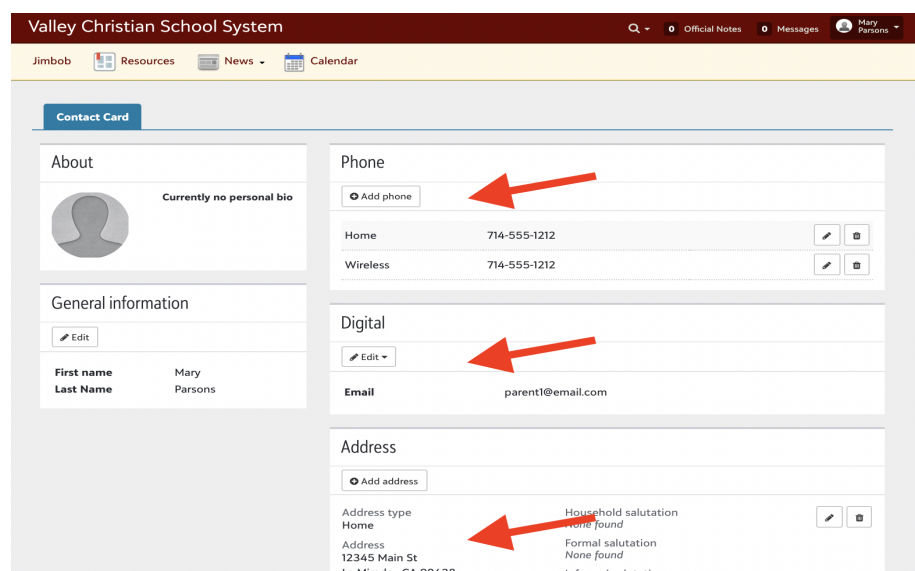
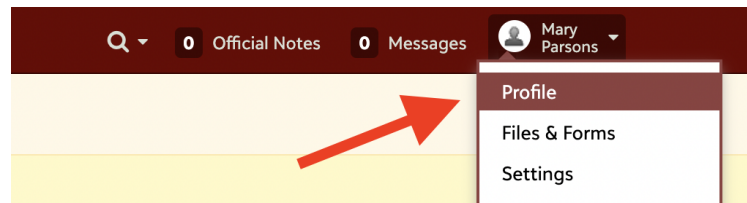
Updating Your Contact Information in Blackbaud

(including each child's emergency contacts)

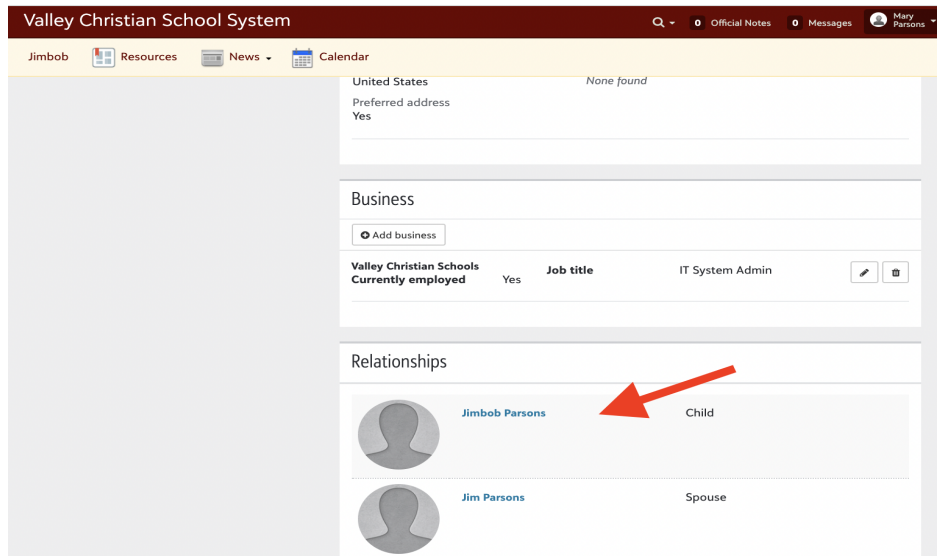
1. Go to vcschools.myschoolapp.com and log in with your username and password (you should have already created a password ... see "Re-enrollment Instructions"). Click the "Need Help?" link if you are having issues with your password.



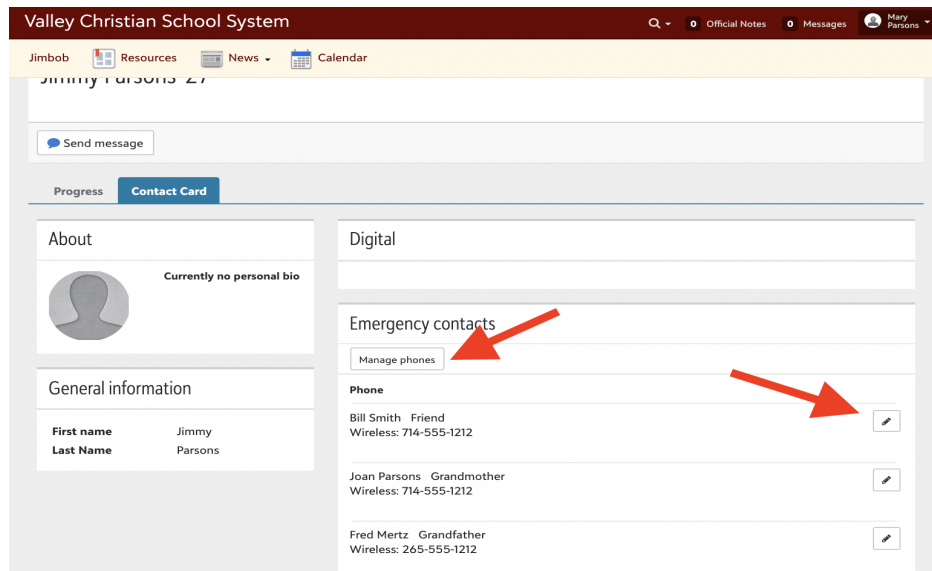
2. Start by accessing your profile and verifying your information. Make changes to your profile as needed: your phone numbers, email address, home address, and employment information.



3. Click on the name of each of your children to update their Emergency Contacts.



Click the “pencil” icon to edit any incorrect information, or click the “Manage Phones” button to add new contacts and/or change the order of the contacts. We ask that each child have three (3) emergency contacts (other than parents), with the third contact being an out-of-state contact if possible. In an emergency, we always contact the parents first. These additional contacts are used if we are unable to reach a parent.



4. Click on the name or your spouse to update their employment information.

Click here to watch a video: <https://www.youtube.com/watch?v=WDDf0rrJYKM>

Great job! You’ve just finished editing you and your child’s information in Blackbaud!