

Updating Contact Information with the Family Login

****Please Note This Functionality Must be Enabled by Your School****

Once logged into OptionC please go to Office > Contact Information.



Enter Updates to Phone and Email. Select **Save** to **Save Changes**.

A screenshot of the 'Contact Information' form in the OptionC application. The form is divided into 'Phone' and 'Email' sections. The 'Phone' section has fields for Family, Home, Mobile, and Work. The 'Mobile' field contains the number (585) 123 - 4567, with a red arrow pointing to it from a callout box that says 'Enter Updates to Phone and Email'. The 'Email' section has fields for Family, Home, and Work. At the bottom right, there is a green 'Save Changes' button with a red arrow pointing to it from a callout box that says 'Select Save to Save Changes'.