

## **How To Update Your Personal & Family Information**

1. Log into your Personal Portal
2. In the left column, **Click "Household Information"** - review your Information
  - **IF...** changes need made: Click the "Update" button and follow steps
3. In the left column, **Click "Family Members"** review your Information,
  - **IF...** changes need made: Click the "Update" button and follow steps
4. The school registrar will either:
  - Approve your request or
  - Contact you regarding documents needed to finalize changes

*NOTE:* IF you do not have a portal account email: [tamra.mulberry@williamstown.kyschools.us](mailto:tamra.mulberry@williamstown.kyschools.us)