



# Parent Portal - Student Update Instructions

Parents/Guardians can update some of their student information online in the GCPS Parent Portal.

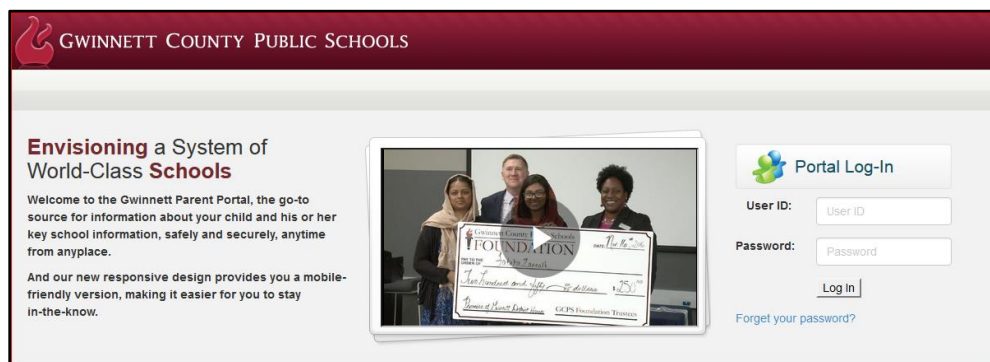
**If you do NOT have an account, please contact your local school.**

For more information or if you need further assistance, please contact the school or visit the school's website.

## Step One: Log In to the GCPS Parent Portal

Copy and paste the link below into your internet browser or click on the link below. This will open the Portal Log-in screen that will allow you to enter your **User ID** and **Password**.

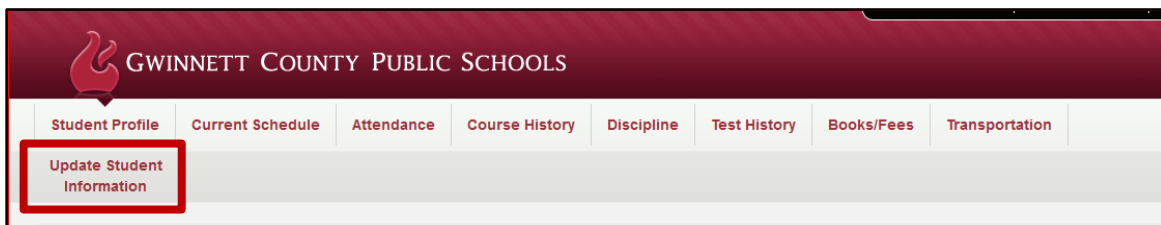
<https://go2.gwinnett.k12.ga.us/parents/PPS/login>



## Step Two: Select the **Update Student Information** Menu Tab or Button

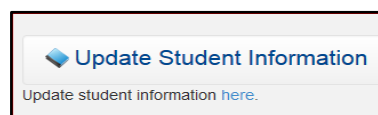
There are two ways to launch the Update Student Information screens after logging in:

- Select the menu tab **Update Student Information**.



Or

- Select the **Update Student Information** Button.

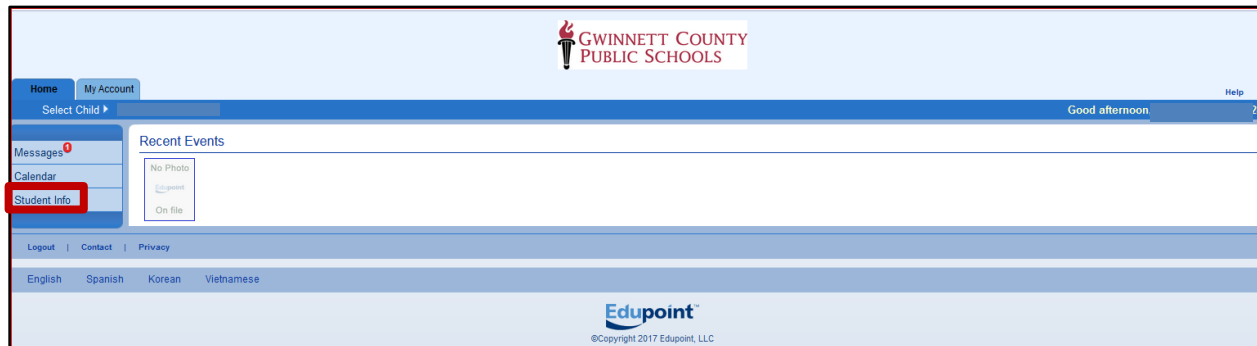




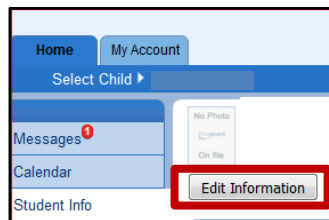
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### Step Three: Select the **Student Info** Menu Tab on the side bar and click the **Edit Button**

You will now be placed into the following screen. Select the **Student Info** Menu Tab on the side bar.



- Select the **Edit Information** button.



This will show your child's information and you can edit items including:

- Physician
- Dentist
- Emergency Contacts

- **Save Changes** when you are finished.



**Note:** Select **My Account** to update your parent/guardian phone numbers.

