



Parent Portal - Student Update Instructions

New Feature – Available in the Parent Portal

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

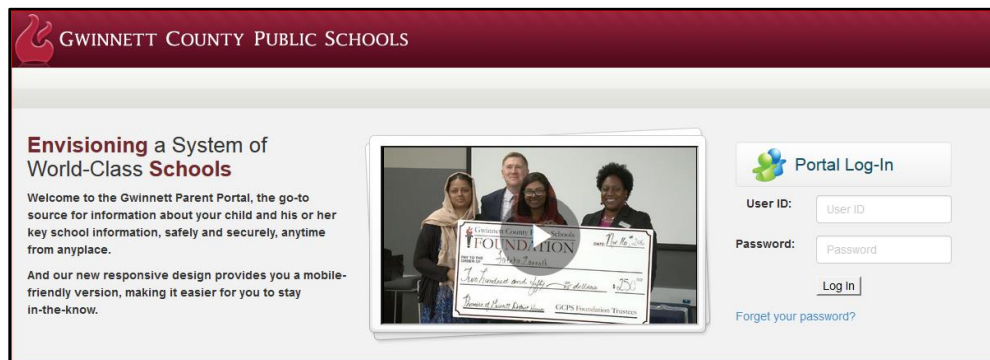
If you do NOT have an account, please contact your local school.

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**.

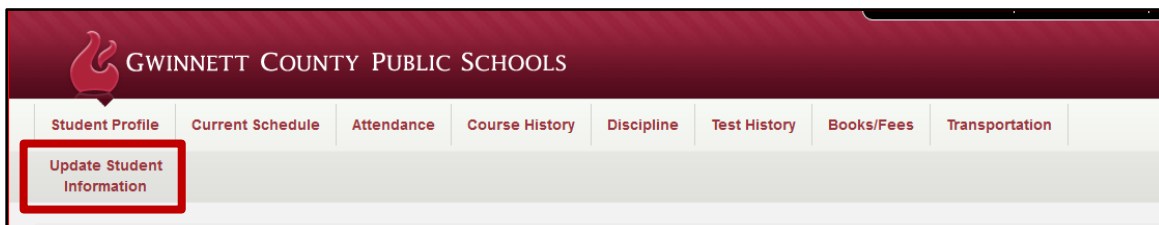
<https://go2.gwinnett.k12.ga.us/parents/PPS/login>



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

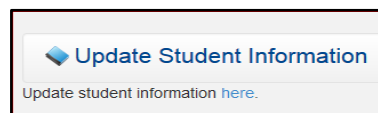
There are two ways to launch the Update Student Information screens after logging in:

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



Or

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

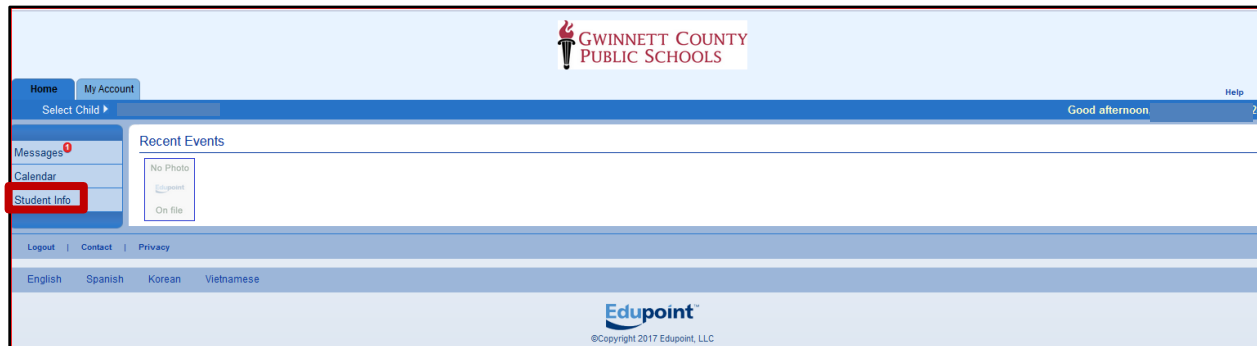




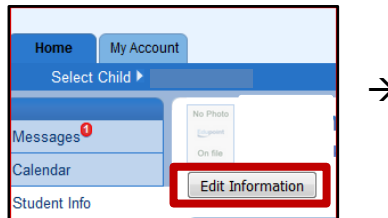
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Step Three: Select the **Student Info** Menu Tab on the side bar and click the **Edit Button**

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.

