

Update Contact Information via PlusPortals

IS YOUR CONTACT INFO 100% UP TO DATE?

It's that time again to check your contact information and make sure it is all correct. Please go into Plus Portals as soon as possible and check your home address, all your phone numbers, and email addresses. We use these to get in touch with you with important school information from emergency weather closures to announcements from cookie walk to middle years' dances and all other things you do NOT want to miss. Please take 2 minutes to check and verify all this info today so we can keep your child safe and keep you well informed! Here are instructions:

Log into PlusPortals (www.plusportals.com/ssesh) using your email address and password. After a successful login, it will take you to the main (home) screen.

**If you have issues logging in, contact SSESH IT Help Desk (contact info provided at end of document).*

In the home screen, on top menu bar, click on your name (indicated by the person icon).

Class	Average	Grade	Teacher
Chapel (C7) 8700/01			Hawthorne, Ryan
Cultural (E12345) 3112/03			Greer, Elsa
Handwritn (D12345) 3110/03			Greer, Elsa
Homeroom			Greer, Elsa
Language A (A3B3C3D3E3) 3109/03			Greer, Elsa
Life Skill (B12345) 3105/03			Greer, Elsa
Math (A12345) 3111/03			Greer, Elsa
Music Pri (B4I3) 3006/03			Hesse, Shannon
Phys Ed (C4) 8600/04			Vargas, Ricardo

Event	Date
Weekly Chapel	09/11/2019
Junior Musical Rehearsal	09/11/2019
8th Grade Parent Education	09/12/2019
Parent Education - Montessori 101	09/13/2019
Junior Musical Rehearsal	09/14/2019
Safeguarding God's Children	09/14/2019
All School Peace Day Chapel	09/18/2019
Junior Musical Rehearsal	09/18/2019
Parent Education - Orientation	09/20/2019
Lower Elementary Coffee with the Head of School	09/20/2019
Junior Musical Rehearsal	09/21/2019
No Place for Hate Week	09/22/2019
Individual Pictures - Orientation	09/24/2019

A list of options will drop down as shown below. Click on "Edit Demographics".

- Edit Demographics
- Change Password
- Settings
- Directory Listing
- E-Mail Notifications

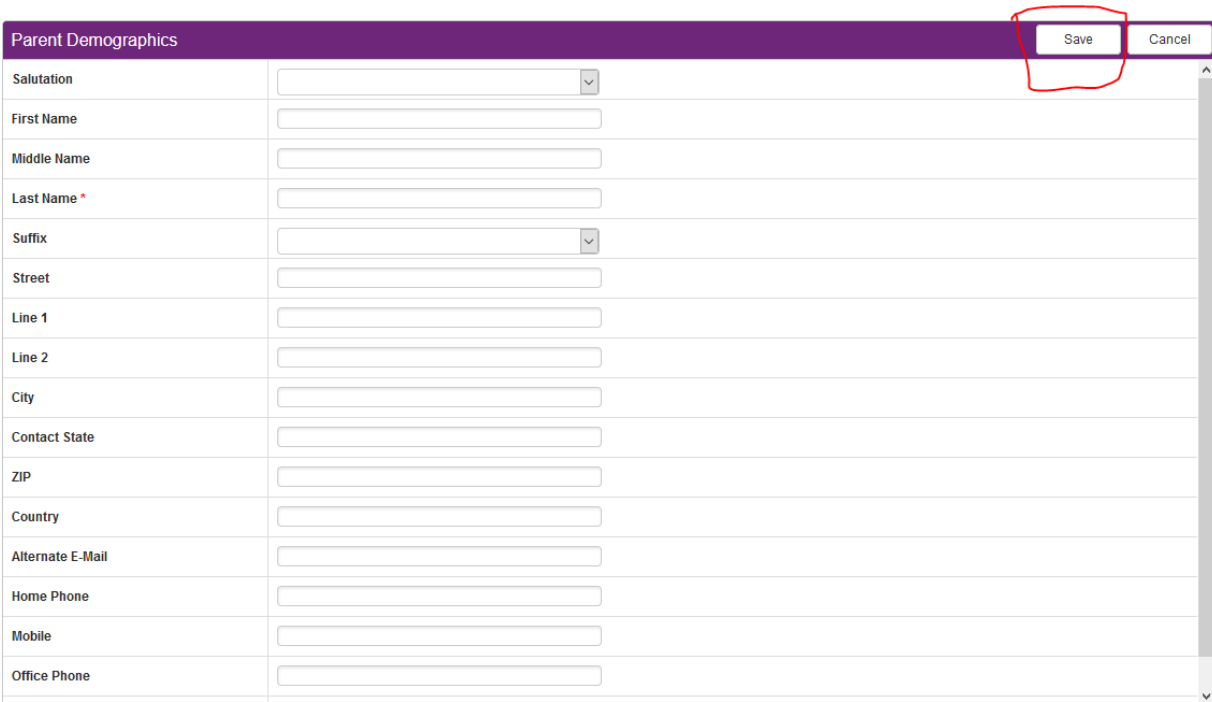
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It will take you to the “Parent Demographics” page. Click on “Edit”.



The screenshot shows the top portion of the 'Parent Demographics' page. A purple header bar contains the text 'Parent Demographics' on the left and an 'Edit' button on the right. The 'Edit' button is highlighted with a red hand-drawn rectangle. Below the header, the beginning of a form is visible, showing fields for 'Salutation' and 'Mr.'.

Update the information as needed or fill in the blank fields. It is strongly recommended to complete all fields. This information is used for important school communications, as well as for emergency notifications.



The screenshot shows the full 'Parent Demographics' form. The form has a purple header bar with 'Parent Demographics' on the left and 'Save' and 'Cancel' buttons on the right. The 'Save' button is highlighted with a red hand-drawn rectangle. The form contains the following fields:

Parent Demographics	
Salutation	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text"/>
Street	<input type="text"/>
Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Contact State	<input type="text"/>
ZIP	<input type="text"/>
Country	<input type="text"/>
Alternate E-Mail	<input type="text"/>
Home Phone	<input type="text"/>
Mobile	<input type="text"/>
Office Phone	<input type="text"/>

Once complete, click on “Save”.

IT Help Desk Contact Info:

Buddy Verneuil – Director of Technology
(713) 821-9100 ext. 108
bverneuil@ssesh.org

Miguel Zuniga – Desktop Support Specialist
(713) 821-9100 ext. 122
mzuniga@ssesh.org