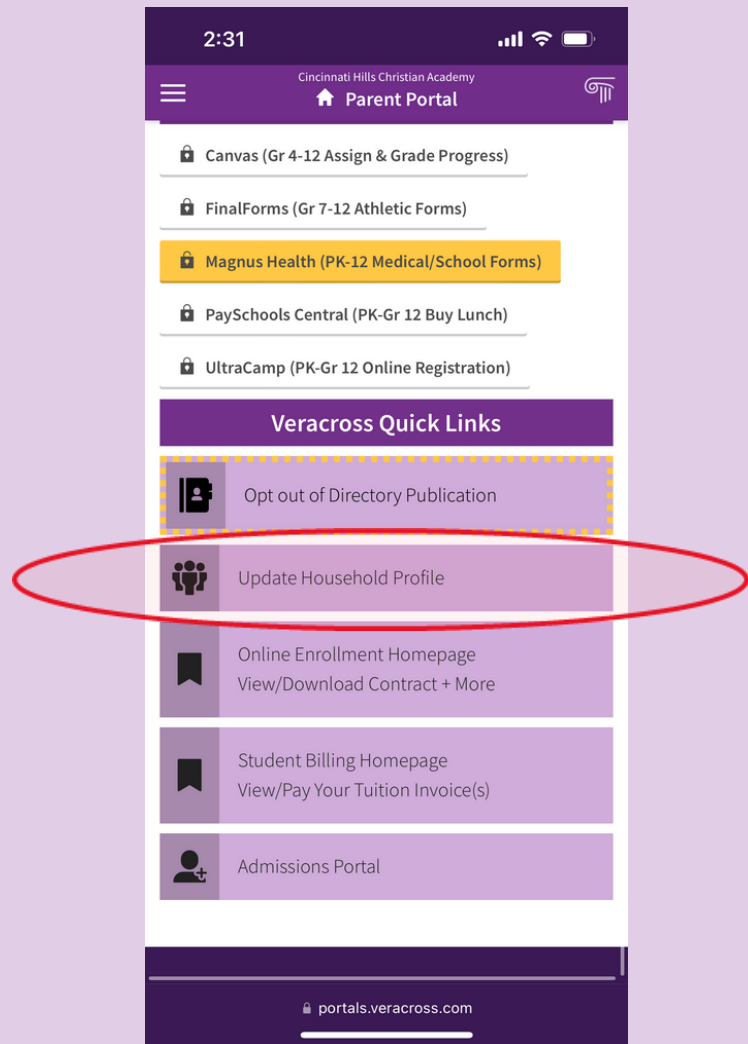
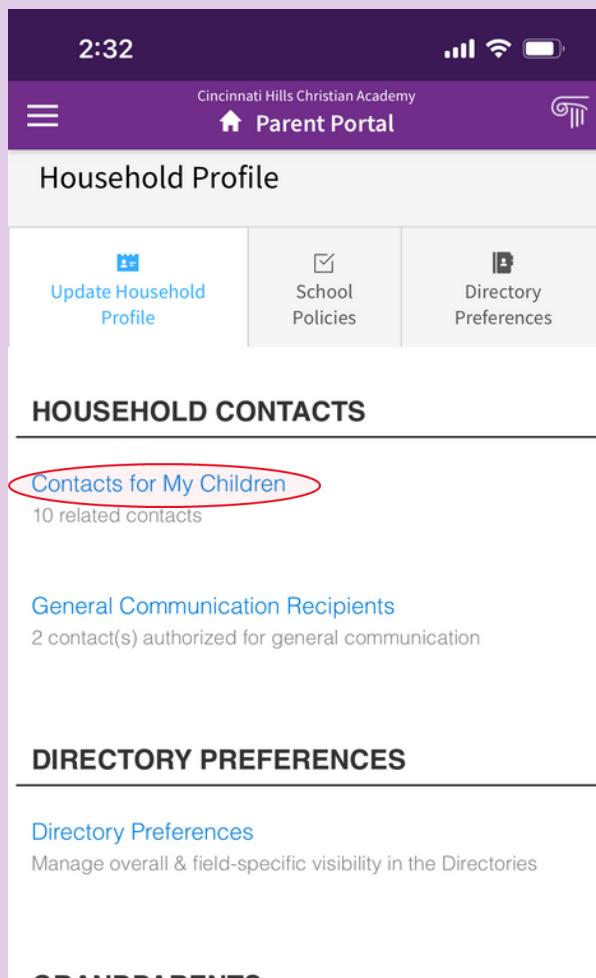


# Adding an Emergency Contact in Veracross on a Mobile Device

Log in to the Veracross parent portal. Scroll down the page until you see the purple *Quick Links* menu. Select the **Update Household Profile** quick link.

1



2

This opens the *Household Profile* page. Scroll down to *Household Contacts* and click **Contacts for My Children**.

# Adding an Emergency Contact in Veracross on a Mobile Device

Click the blue **Add New** button to add a new contact.

3

The screenshot shows the 'Add New' contact form in the Parent Portal. The form is titled 'Add New' with a close button 'x cancel'. It is divided into two sections: 'Name & Relationships' and 'Contact Information'. In the 'Name & Relationships' section, there are input fields for 'First Name', 'Preferred Name', and 'Last Name', each with a red asterisk indicating it is required. Below these is a dropdown menu for 'Relation to child(ren)' with 'Husband' selected. In the 'Contact Information' section, there are input fields for 'Home Phone', 'Mobile Phone', and 'Email', each with a red asterisk. At the bottom, there are two dropdown menus: 'Emergency Contact?' with 'no' selected and 'Pick Up Contact?' with 'no' selected. Both dropdown menus are circled in red.

The screenshot shows the 'Household Profile' page in the Parent Portal. The page has a purple header with the time '2:32', the school name 'Cincinnati Hills Christian Academy', and the title 'Parent Portal'. Below the header, there are three buttons: 'Update Household Profile', 'School Policies', and 'Directory Preferences'. The main section is titled 'HOUSEHOLD CONTACTS' and contains a sub-section 'Contacts for My Children' with '10 related contacts'. Below this, there is a large text box with instructions: 'Please review the Contacts for your student(s) and indicate all those who you authorize as Emergency and/or Pickup contacts for your students. These individuals will not be marked to receive school communications unless they are also added to the General Communication Recipient card below. Any new contact you indicate as Pickup Authorization will also be added to the Pickup Authorization card. Parents, throughout this section, you will see yourselves listed as 'View Only' within each card because changes to your personal contact information are made in the Family Information section above.' At the bottom of the page, there is a blue button with a white plus sign and the text '+ ADD NEW', which is circled in red.

4

Fill out the new contact card and select "yes" from the **Emergency Contact?** drop down menu.

# Adding an Emergency Contact in Veracross on a Mobile Device

To make an existing contact an Emergency contact, select **Edit** by that person's name.

5

A screenshot of a mobile app interface showing a contact card for 'Barbara'. The card has a blue 'edit' button in the top right corner, which is circled in red. The card displays the following information: Full Name: Mrs. Barbara, Relation to child(ren): Grandmother of Joshua, Ruthie, Home Phone: --, Mobile Phone: [redacted], Email: [redacted], Emergency Contact For: No children, and Pickup Authorization For: Joshua, Ruthie.

A screenshot of the same contact card for 'Barbara', but now showing the 'save' button in the top right corner, which is circled in red. The card displays the following information: Full Name: Mrs. Barbara, Relation to child(ren): Grandmother of Joshua, Ruthie, Home Phone: [redacted], Mobile Phone: [redacted], Email: [redacted], Emergency Contact For: [checkbox] Joshua [checkbox] Ruthie, and Pickup Authorization For: [checked] Joshua [checked] Ruthie. The checkboxes for Joshua and Ruthie are circled in red. A note at the bottom states: \*Indicates a required field.

6

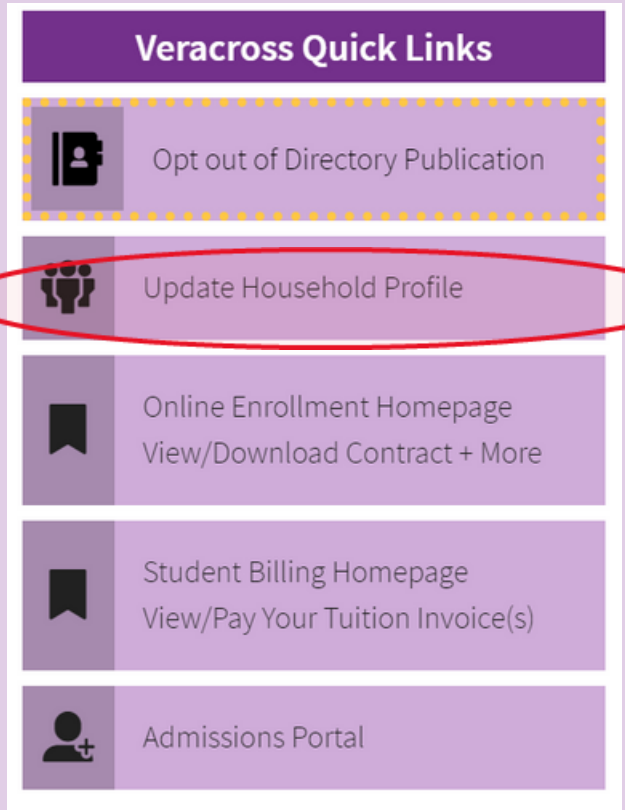
Check the box next to your child's name under **Emergency Contact For** at the bottom of the card, and then click **Save**.

Thank you!

# Adding an Emergency Contact in Veracross on a Computer

Log in to the Veracross parent portal. Scroll down the page until you see the purple *Quick Links* menu on the right side. Select the **Update Household Profile** quick link.

1



Household Profile [Update Household Profile](#)

### My Family: Information Review

**Instructions**

Welcome to Cincinnati Hills Christian Academy Family Information Review. The 2022-2023 academic year. Our data migration began in September 2021, so we ask that you carefully review each section below and provide a prompt response by August 10 is appreciated so that we can ensure your contact information is accurate.

Please be sure to review and complete the questions on all three tabs in the upper right corner of this page: School Policies, and Directory Preferences.

[Review and Edit](#) [Update Log](#)

search actions

2

This opens the *Household Profile* page. Scroll down to *Household Contacts* and click **Contacts for My Children**.

**HOUSEHOLD CONTACTS**

[Contacts for My Children](#) [Pickup Authorization](#)

10 related contacts 10 contact(s) authorized for pickup

[General Communication Recipients](#)

2 contact(s) authorized for general communication

# Adding an Emergency Contact in Veracross on a Computer

Click the blue **Add New** button to add a new contact.

3

Household Profile

[Update Household Profile](#)

**Contacts for My Children**  
10 related contacts

[Pickup Authorization](#)  
10 contact(s) authorized for pickup

Please review the Contacts for your student(s) and indicate all those who you authorize as Emergency and/or Pickup contacts for your students. These individuals will not be marked to receive school communications unless they are also added to the General Communication Recipient card below.

Any new contact you indicate as Pickup Authorization will also be added to the Pickup Authorization card.

Parents, throughout this section, you will see yourselves listed as 'View Only' within each card because changes to your personal contact information are made in the Family Information section above.

**+ ADD NEW**

## Add New

× cancel

### Name & Relationships:

First Name \*

Preferred Name

Last Name \*

Relation to child(ren) \*

### Contact Information

Home Phone \*

Mobile Phone \*

Email

Emergency Contact? \*

**Pick Up Contact? \***

**Contact For:**

4

Fill out the new contact card and select "yes" from the **Emergency Contact?** drop down menu.

# Adding an Emergency Contact in Veracross on a Computer

To make an existing contact an **Emergency Contact**, select **Edit** by that person's name.

5

A screenshot of the Veracross contact edit form for a contact named Barbara. The form is titled "Barbara" followed by a redacted name. In the top right corner, there is a blue button labeled "edit" which is circled in red. The form fields include: "Full Name:" with the value "Mrs. Barbara" followed by a redacted name; "Relation to child(ren)" with the value "Grandmother of Joshua, Ruthie"; "Home Phone" with a redacted value; "Mobile Phone" with a redacted value; "Email" with a redacted value; "Emergency Contact For:" with the value "No children"; and "Pickup Authorization For:" with the value "Joshua, Ruthie".

A screenshot of the Veracross contact edit form for a contact named Barbara. The form is titled "Barbara" followed by a redacted name. In the top right corner, there is a blue button labeled "save" and a red button labeled "remove" with a red 'x' icon, both of which are circled in red. The form fields include: "Full Name:" with the value "Mrs. Barbara" followed by a redacted name; "Relation to child(ren)" with the value "Grandmother of Joshua, Ruthie"; "Home Phone \*" with a redacted value; "Mobile Phone \*" with a redacted value; "Email \*" with a redacted value; "Emergency Contact For:" with two checkboxes, "Joshua" and "Ruthie", both of which are circled in red; and "Pickup Authorization For:" with two checkboxes, "Joshua" and "Ruthie", both of which are checked. At the bottom right, there is a note: "\*Indicates a required field".

6

Check the box next to your child's name under **Emergency Contact For** at the bottom of the card, and then click **Save**.

## Thank you!