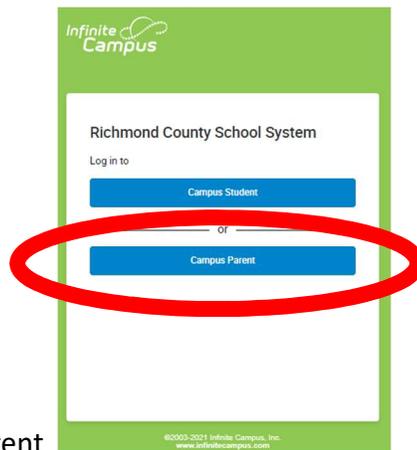




## Update Your Parent Portal Account

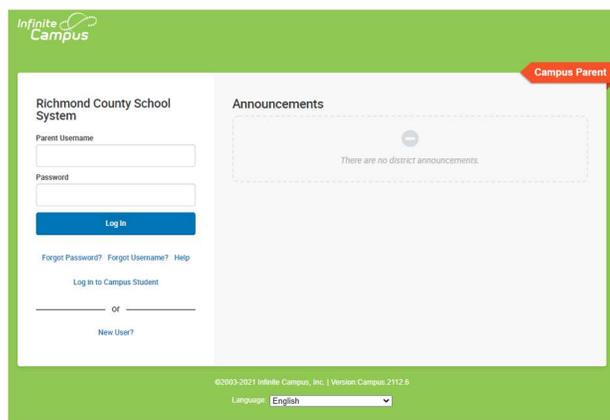
Note: The instructions below will guide you through updating your Parent Portal account so that you may access your child(ren)'s grades, attendance, class schedule, progress reports, and report cards. Note, the Parent account is different than the Student's account and should only be used by the Parent.

- 1) Go to the following site to log into your Parent Portal account: <https://campus.rcss-k12.org/campus/portal/richmond.jsp>

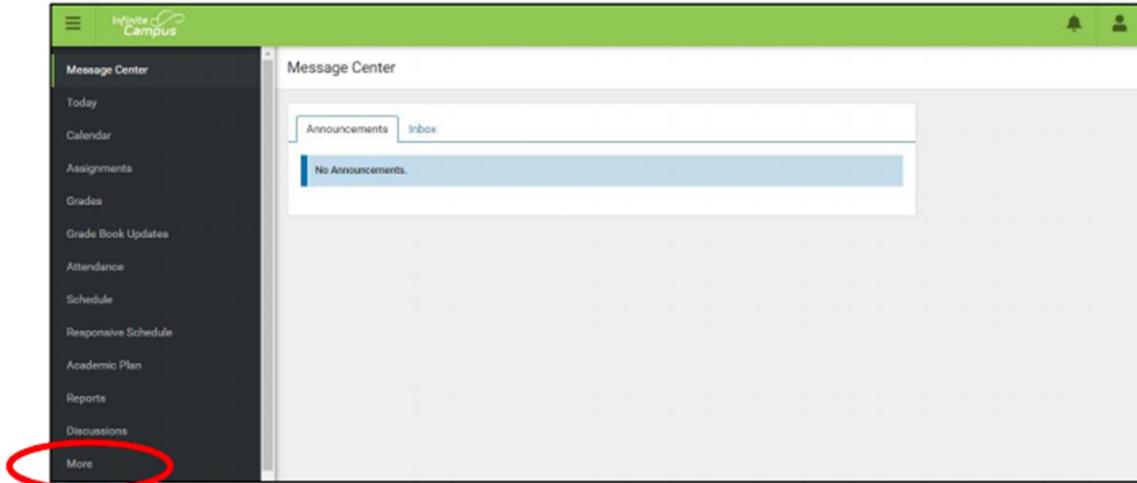


- 2) Select Campus Parent

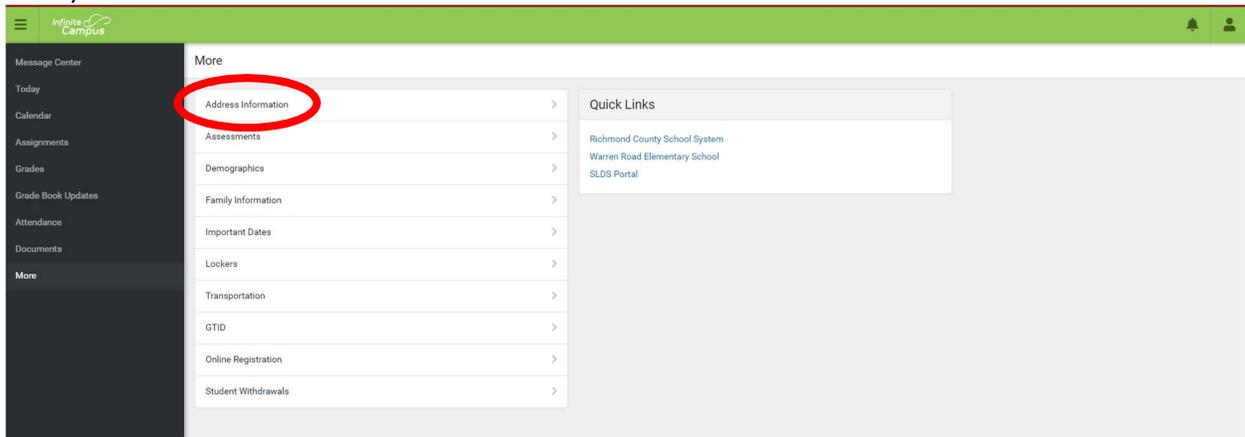
- 3) Enter your Parent Portal username and password and click the blue "Log In" button. Support is available if you have forgotten your password or username.



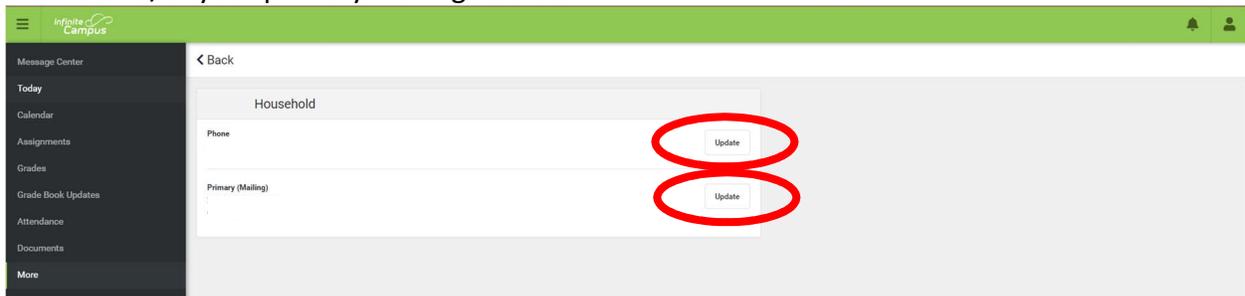
- 4) Once you log in to Parent Portal, you should see a screen like the one below. Click “More” on the left side of the screen.



- 5) You should then see a screen like the one below. Click “Address Information”.



- 6) You should then see a screen like the one below. Click “Update” to update your phone and/or your primary mailing address.



6a) You may also click on “Family Information” if there are any changes to your contact/family information.

