Family Access Online Student Information Update

Family Access is Required

Introduction

Audience: Parents/guardians of Fort Bend ISD
Purpose: To guide parents/guardians through the steps to verify and update student and family information online.

Step 1

A. Begin by going to the Fort Bend ISD website at http://www.fortbendisd.com/.

B. Select **Family Access** in the upper right hand corner of the home page.

C. Select **Login to Family Access**.

Step 2

D. Use your **Login ID** and **Password** issued by your home campus staff to Sign In.

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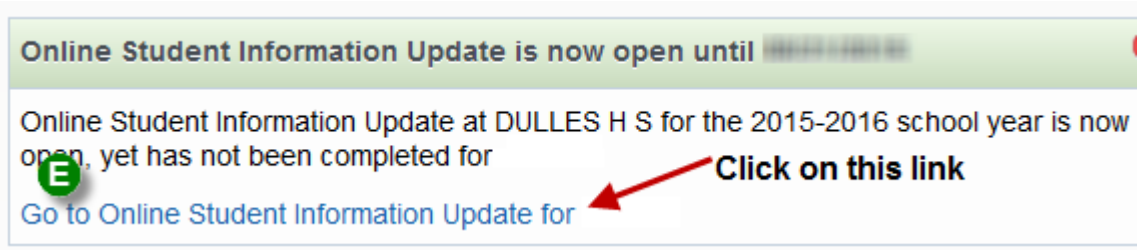
Step 3

E. When logging into Family Access, a link titled ***Online Student Information Update*** will be available. Click the link to begin the process of updating/verifying your student's information. This process will only display for parent/guardian logins.

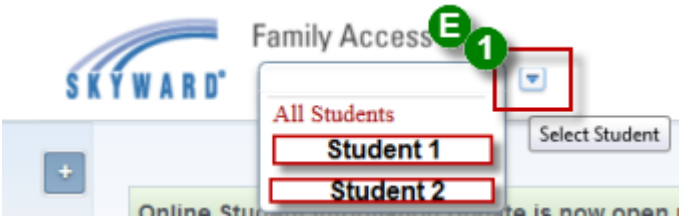
This process allows you to verify and update certain information about your student without having to fill out and sign a paper form.



Note: The verification process does not register your child for school.

The Verification process must be completed for each student in the family.

To select your student:
E.1. Click on the arrow next to All Students and select your student you wish to complete the verification for.



E.2. Be sure to check the District Links on the upper-right hand side of the screen to obtain information on supported Internet Browser programs and FBISD information including the Student/Parent Handbook.

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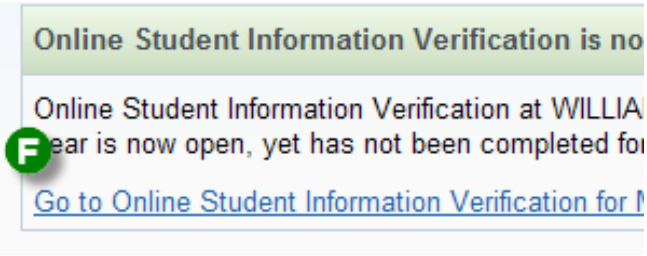
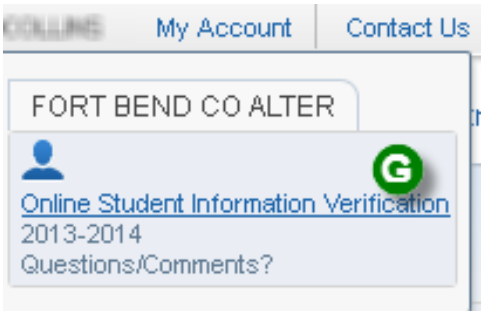
Step 4

F. Click the link named **Go to Online Student Information Verification** to begin the student information verification process.

G. If you have questions about the process, you may click the **Online Student Information Verification Questions/Comments** link under **Contact Us** in the top-right to contact District support personnel.

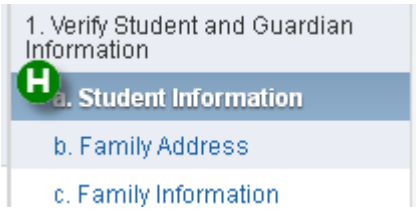




Step 5

H. Step 1 of the process will allow you to update information in five areas **(a-e)**.
You may update selected information in:

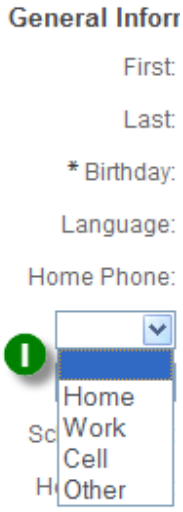
- **a. Student Information,**
- **b. Family Address,**
- **c. Family Information**
- **d. Emergency Information and**
- **e. Emergency Contacts information areas**.



For each step, click to open the step and view/update information. Click **Complete Step Xx and move to Step Xx** to move to the next screen of information.

Note: all fields may be updated that are displayed but some require the school office personnel approval for change or deletion.

I. Each section of information will allow you to request or make changes to the student record. In the first section, *Student Information*, review the student information listed. If changes are needed, update the information or contact the school if the incorrect information is not available to be changed online. **Click Complete Step 1a and move to Step 1b**.



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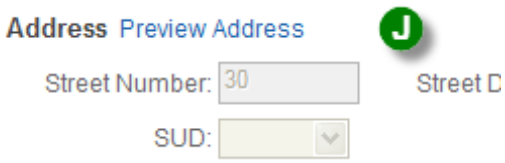
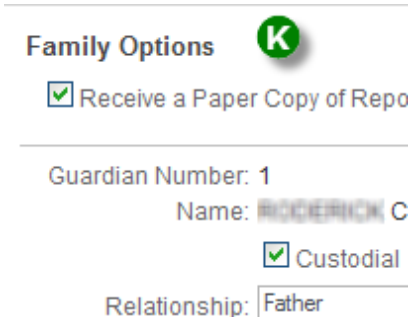
Step 6

J. The **Family Address** section is next. Address changes to either the home address or the mailing address have to be made at the school with the proper documentation. **Click Complete Step 1b and move to Step 1c Next Step**.



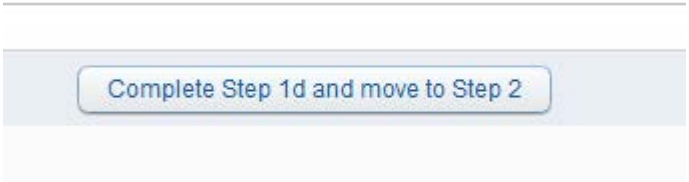
K. The **Family Information** section is next. If changes are needed, update the information on the family. When completed, **Click Complete Step 1c and move to Step 1d**.



L. The **Emergency Contacts** section is next. Review the contact information listed and make changes as needed. Information can be updated for contacts who are not currently guardians in FBISD. Contacts may be deleted; the order of contacts may be changed by clicking the **Change Emergency Contact Order** button. New emergency contacts may be added by clicking the **Add Emergency Contact** button.

Step 7

M. After verifying the information in step 1d (Emergency Contacts), click **Complete Step 1d and move to Step 2.**



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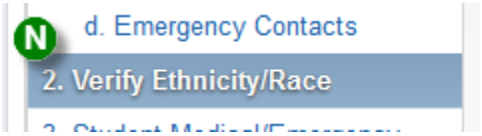
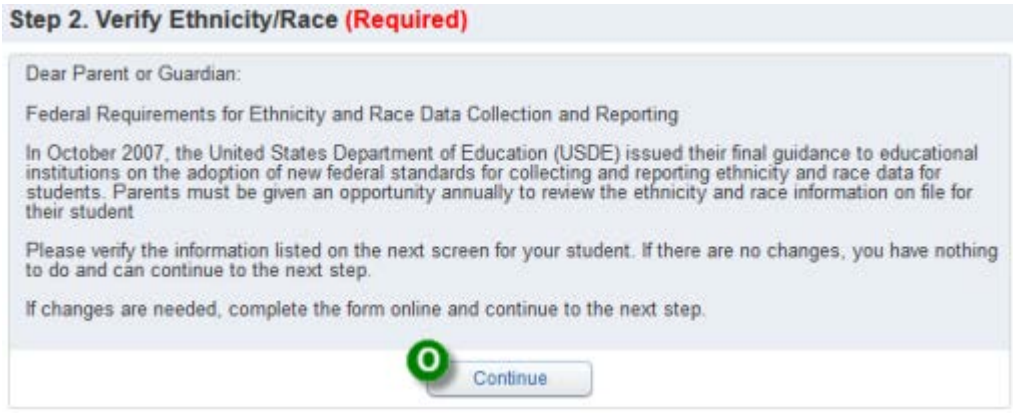
Step 8

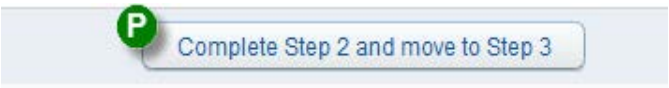
N. Click **Verify Ethnicity/Race** to complete **Step 2**.



O. Select the **Continue** button at the bottom of the Parent/Guardian note to access your student's current information. You may leave the information as is or update it as needed.

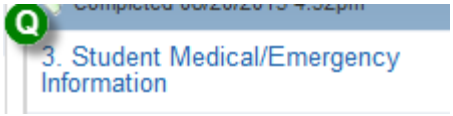


P. Once you have verified/updated your information, click **Complete Step 2 and move to Step 3.**

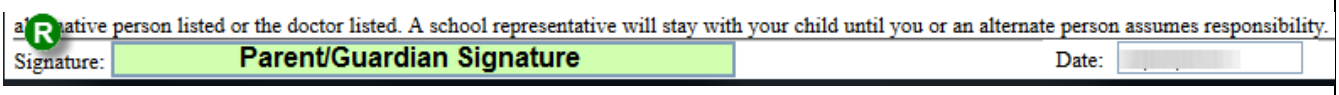


Step 9

Q. Click **Student Medical/Emergency Information** to access **Step 3**.



R. Review the data that has defaulted into the fields, add delete or correct information as needed. An **electronic signature and date is required** before Step 3 can be completed.



S. Once you have verified/updated your information, click **Complete Step 3 and move to Step 4**.

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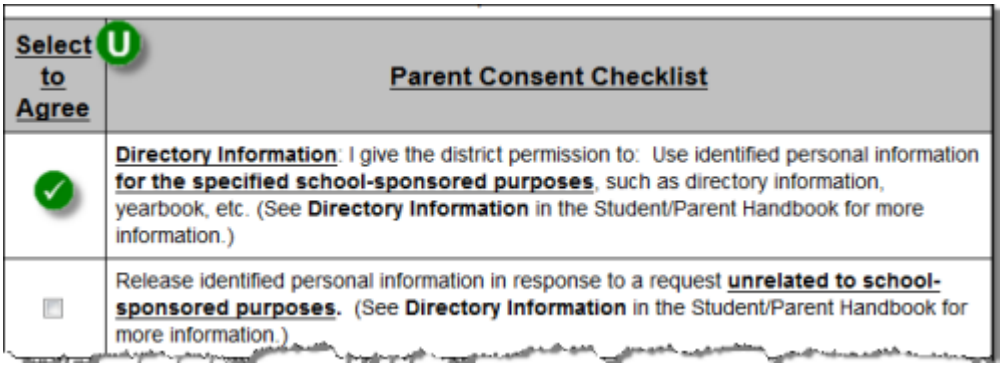
Step 10

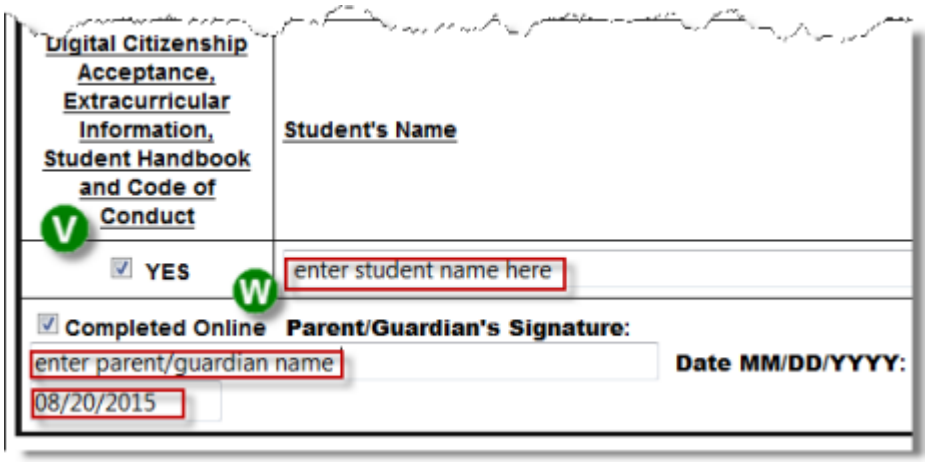
T. Click **Parent and Student Consent Checklist** to complete Step 4.

U. Placing a check mark in the box next to the checklist item indicates your agreement and consent for that item.



V. Select **Yes,** to indicate that you have accepted the digital information.

W. Enter your student's name, and electronically sign and date the form at the bottom



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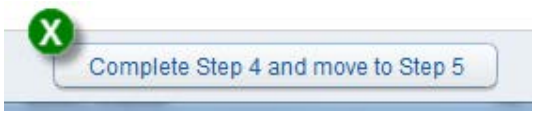
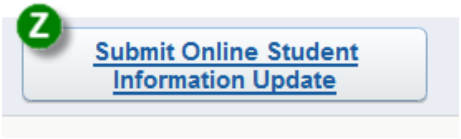
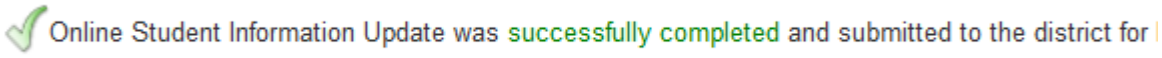
X. Once you have completed the form and entered your signature and date, click **Complete Step 4 and move to Step 5.**



Y. After completing each step, complete the online student information update by clicking the last step **Complete Online Student Information Verification**.

Z. Click **Submit Online Student Information Verification** to complete the process. You will be returned to the family access home page.



End Process.

A message indicating that online student information verification was successful will be received when the process for this student is completed.