

# Student Information/Emergency Contact Review/Update & Annual Consent Forms Now Available Online

## OVERVIEW

During this time - **September 19 - September 30** - parents/guardians must log in to our **NEW Back to School Portal** to review, update and confirm student contact information, emergency information and digitally acknowledge annual consent forms and notifications.

This Back to School Portal provides parents/guardians with the ability to submit changes or confirm that all contact information is accurate. This new feature offers a convenient alternative to the paper-based emergency cards and forms that we previously sent home to update information and gather required documentation.

Even if your contact information remains the same, there is a digital guardian signature required to confirm contact information, plus several acknowledgements that are **REQUIRED** every year. It is critical for this information to be reviewed and up to date as contact information will automatically be used for school news, alerts and in the event of an emergency.

## LOGIN INFORMATION

**Please note: You will be required to complete the Back to School Portal for each of your student's individually.**

1. Go to the Back to School Portal at: <https://regupdate.howell.k12.nj.us>

## 2. Enter your Guardian Username and Password

**username:** enter your student's student ID number\* for the username

**password:** enter your student's date of birth for the password in the form of (mmdyyyyy)

\*ONLY if you misplaced your student's ID number, then you will first need to login to the PowerSchool Parent Portal to obtain your child's student number by following these steps. Once you have your student's ID number you can then go back to the Back to School Portal to login and update/confirm student information.

1. \*Only Log in to the [Parent Portal](#) if you do not have Student ID#
2. Click on your Student's Name in the upper part of the screen
3. Click on the Bus Information Icon from the left hand menu options
4. The Student Number can be found in the top right of the screen.

## 3. Click the green Login button to enter the Back to School Portal.