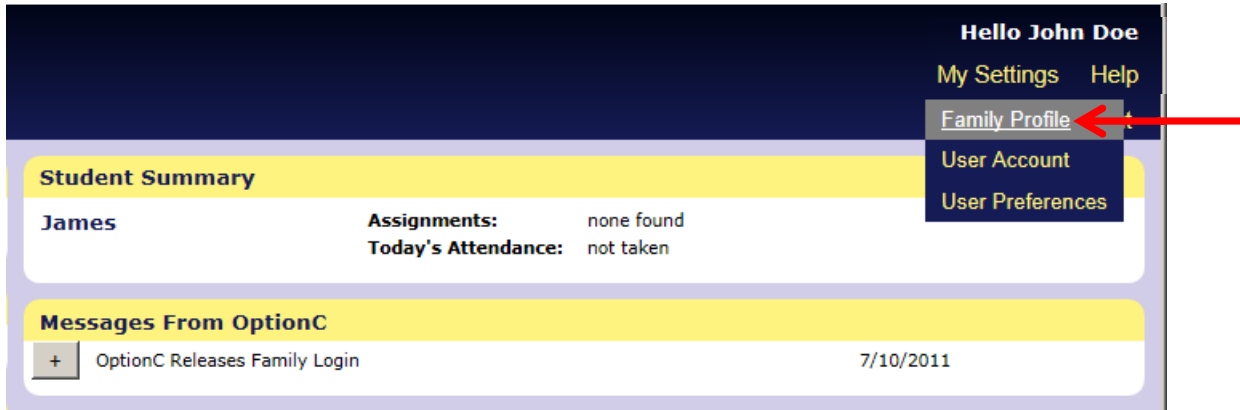


# Updating Family Profiles with the Family Login

Once logged into **OptionC** please go to **My Settings > Family Profile**



You will now see your **Main Family Profile**. Here you can **Update** your:

- \*Family Name
- \*Home Phone Number
- \*Primary Email Address
- \*Mailing Address
- \*Physical Address

**\*\*Important\*\*** Don't forget to Select **Save** to **Save** all Changes

The screenshot shows the "Family Profile" update form. It has a header with the "Option C" logo and navigation links: "Home", "Classes", "Office", "Faith". The form is divided into several sections:

- Family Information:** Includes fields for "Family Name" (Doe), "Home Phone" ((610) 678-2728), and "Family E-Mail" (aldermanjmj@comcast.net). A callout box points to these fields with the text: "Here you can Update your Family Name, Home Phone Number, Primary Email Address".
- Mailing Address:** Includes fields for "Street" (2316 Overland Avenue), "Street (line 2)" (Suite 2010), "City" (Honesdale), "State" (PA), "Postal Code" (12345), and "Country" (United States). A callout box points to the "Street" field with the text: "Here you can Update your Mailing Address".
- Physical Address:** Includes a checkbox "Same as Mailing address" and fields for "Street" (2316 Overland Avenue), "Street (line 2)" (Suite 2010), "City" (Honesdale), "State" (PA), "Postal Code" (12345), and "Country" (United States). A callout box points to the "Same as Mailing address" checkbox with the text: "Here you can Update your Physical Address".
- Buttons:** "Save" and "Cancel" buttons are at the bottom left. A callout box points to the "Save" button with the text: "Don't forget to Select Save to Save all Changes".

To **Update Profiles** for **Family Members** Select **Family Members**

**Option C**  
Home Classes Office Faith

**Family Profile**

**Family Information**

\* indicates a required field

\* Family Name:

\* Home Phone:   Unlisted

Family E-Mail:

**Mailing Address**

\* Street:

Street (line 2):

\* City:

\* State:  \* Postal Code:

\* Country:

**Family Members**

To Update Profiles for Family Members Select Family Members


You will now see a list of all the **Members of your Family**. To **Edit** a **Family Members Profile** Select the **Pencil** to the **Left** of their **Name** or **Click** on the **User Name**

**Option C** Hello John Doe  
My Settings Help  
Home Classes Office Faith Logout

**Family Profile**

**Family Information**

**Family Members**

Name	Relationship	User Type
 Doe, John	Unknown	Relative
 Doe, James	Son	Student

To **Edit** a **Family Members Profile** Select the **Pencil** to the **Left** of their **Name** or **Click** on the **User Name**

The **User Profiles** are Broken Down into **Four (4) Parts**:

- **User Information** – Update the User’s **Personal Information** here i.e. **Name, Relationship, Date of Birth, Gender and Religion**
- **Account** – **Change and Update** the User’s **Login and Password**
- **Contact Information** – Update the User’s **Phone Numbers** (Home, Work and cell) and **Email Addresses** (Home and Work)
- **Demographics** – Update the User’s **Ethnicity**

1. **User Information** – This is where the User can **Update** their **Personal Information**, i.e. **Name, Relationship, Date of Birth, Gender and Religion** buy Selecting the **Drop Down**.

**\*\*Important\*\*** Remember to Select **Save** to **Save** your Changes

The screenshot displays the 'Option' software interface. At the top left is the 'Option' logo. The top right shows the user's name 'Hello John Doe' and links for 'My Settings', 'Help', and 'Logout'. Below the logo are navigation tabs: 'Home', 'Classes', 'Office', and 'Faith'. A yellow bar contains the text 'User Profile for' followed by two buttons: 'John' and 'James'. A red arrow points from a text box to the 'James' button. The main content area is titled 'User Information' and contains two sections: 'Name Information' and 'Personal Information'. The 'Name Information' section includes fields for Prefix, First Name (John), Middle Name (M), Last Name (Doe), and Suffix. The 'Personal Information' section includes fields for User Type (Relative), Relationship (Father), Date of Birth (1/1/1900), Gender (Male), and Religion (Catholic). Red arrows point from text boxes to the drop-down menus for Prefix, First Name, Middle Name, Last Name, Suffix, Relationship, Date of Birth, Gender, and Religion. A 'Save' button is located at the bottom left of the form. A text box at the bottom left points to the 'Save' button. A text box at the top center points to the 'James' button.

**To Change to another Family Member Simply Select that User on the User Bar**

**Select the Drop Down to Update:**

- Prefix
- First Name
- Middle Name
- Last Name
- Suffix

**Select the Drop Down to Update:**

- Relationship
- Date of Birth
- Gender
- Religion

**Remember to Select Save to Save your Changes**

2. **Account** – This is where the user can **Change** and **Update** their **Login and Password**. Remember to **Select Save** to **Save** your Changes

**\*\*Please Note\*\*** Anyone who knows your **Username and Password** can make Changes to your Account. We recommend **not sharing** your **Login or Password** with **Anyone** and **Change** your **Password Regularly** for Security Purposes

**OptionC** Hello John Doe  
My Settings Help  
Logout

Home Classes Office Faith

User Profile for **John** James

**\*\* Please Note \*\*** Your School may choose to Display Passwords in Clear Text or Hidden

**User Information**

**Account**

**Please Note:** Anyone who knows your username and password can access and make changes to your account. We recommend not sharing your password with anyone. It is also recommended that you change your password regularly for security purposes.

*\* indicates a required field*

\* Username:  Change your UserName Here

\* Password:  Change your Password

*Minimum number of characters is 6*

\* Confirm Password:  Confirm your Password

Passwords Must be a Minimum of 6 Characters

Click Here to have OptionC Generate a Password for you

Remember to Select **Save** to **Save** your Changes

3. **Contact Information** – Here you can **Update** your **Phone Numbers** (Home, Work and Cell) and **Email Addresses** ( Home and Work)

**Contact Information**

*\* indicates a required field*

**Telephone Numbers**

\* Primary:  Please select a Primary Phone and Email Address from the Drop Down lists. **Please Note:** Your FAMILY Phone Number and Email Address can be Edited on the Family Profile Page.

Home:   Unlisted Check Here if Number is Unlisted

Mobile:   Unlisted

Work:   Unlisted

ext:

Primary:  Change your Email Addresses Here

Home:

Work:

Remember to Select **Save** to **Save** your Changes

**Demographics**

4. **Demographics – this is where you can Update your Ethnicity.**

**Per the US Department of Education Ethnicity is based on the following categorization:**

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."

**Race is based on the following five categorizations:**

1. **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
3. **Black or African American:** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
4. **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
6. **Biracial –** A person having parents of more than one Race.

The screenshot shows the Option user profile page for John Doe. The navigation bar includes 'Home', 'Classes', 'Office', and 'Faith'. The user profile section is titled 'User Profile for John James'. The 'Demographics' section is highlighted, and a callout box points to the 'Ethnicity' dropdown menu with the text 'Select the Drop Down to Change your Ethnicity'. Another callout box points to the 'Hispanic' radio buttons with the text 'Select "Yes" or "No" for'. A third callout box points to the 'Save' button with the text 'Remember to Select Save to Save your Changes'. The 'Ethnicity' dropdown is currently set to 'American Indian/Native Alaskan'. The 'Hispanic' field has 'Yes' selected. There are also 'Save' and 'Cancel' buttons at the bottom of the form.