## **ROSEVILLE HIGH School**

## PARENTS PLEASE READ: Update to HomeLink- Data Confirmation Process Directions

## ALL PARENTS MUST COMPLETE THE ONLINE "DATA CONFIRMATION" on the Parents Homelink account.

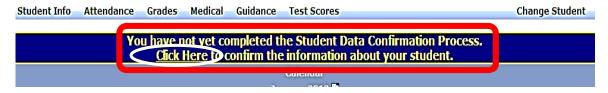
This new process is streamlined so you no longer have to fill out as much paperwork for your student. Simply follow these directions and update your student's information online! Parents must login into Homelink and complete the "Data Confirmation" once you complete that you MUST fill out the "Emergency Card" (located in Documents) if changes have been made.

**Error Message**: When logging on to HomeLink if you are asked for **verification code**, **perm ID#**, etc -then Roseville High School does not have YOUR current email address. Please call (916) 782-3753 ext 3020 or e-mail <a href="mailto:ctravasso@rjuhsd.us">ctravasso@rjuhsd.us</a> and provide your current email address. Computers and Printers are available at any public library

<u>STEP #1</u> — Create Your HomeLink Account- go to the web site: <a href="http://homelink.rjuhsd.us">http://homelink.rjuhsd.us</a> You will see a screen with information about HomeLink. CLICK "Create New Account" (follow directions to create and then log back in) \*\*If you already have a HomeLink account for a Roseville High School student and forgot your password, CLICK "Forgot password?".



<u>STEP #2</u> – You will see the message below at the top of your screen to update your Student Data. Please select the **Click Here** link to verify your student's information.

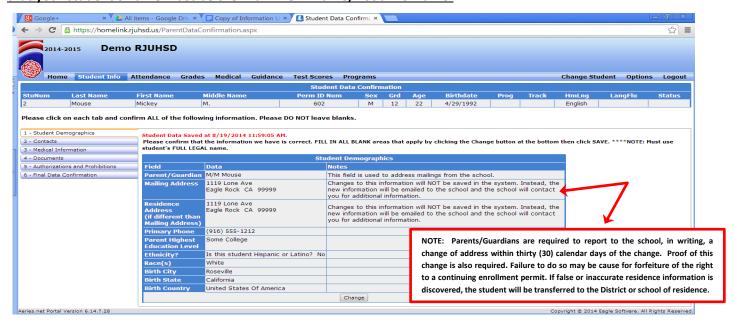


<u>STEP #3</u> – If you have multiple students, the following steps for updating the **Data Confirmation** will need to be done for *each student*. To view, select *Change Student* on the right hand side of the screen and select the student whose information you want to see/update.

Adams, Jacqueine J Grd 11 - Demo RJUHSD

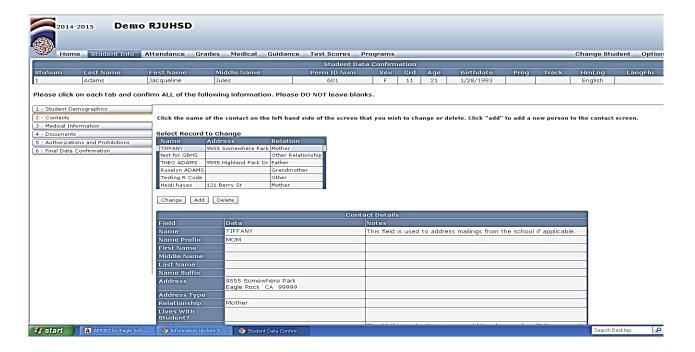
Adams Allen, Blaze D - Grd 12 - Demo RJUHSD

Student Demograpics TAB — It is important that you update <u>ALL</u> of the fields available in the Student Demographics tab. Please click the **Change button** at the bottom of the screen to make your updates. <u>Please note</u> that your student's name must be their full LEGAL name, not a nickname.



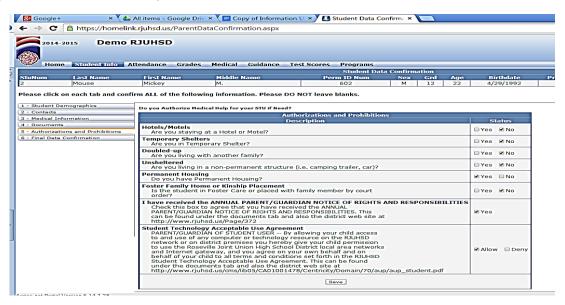
ONCE YOU HAVE MADE YOUR UPDATES MAKE SURE TO SAVE THE UPDATED INFORMATION BY CLICKING THE SAVE BUTTON BEFORE MOVING ON TO THE NEXT TAB.

Contacts TAB: — Please review and make any necessary corrections to the contact data. Click the name of the contact on the left hand side of the screen that you wish to change or delete. Click "add" to add a new person to the contact screen. Please provide two contacts (besides parent/guardian) in case of an emergency. PLEASE MAKE SURE TO SAVE THE UPDATED INFORMATION BEFORE MOVING ON TO THE NEXT TAB. Please do not add email addresses for emergency contacts! Be sure to "click" the SAVE button is at the bottom of the page.



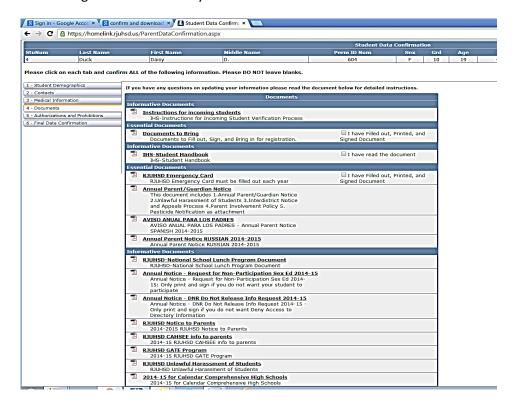
**Medical Information TAB:**— If your student has a medical condition that we should be aware of please enter the information on this tab. If not, you may skip this tab.

**Authorizations & Prohibitions TAB**— You must select either yes or no for each description regarding your status on place of residence. With your student, read and confirm all authorizations.



**Documents TAB** — Select the Documents tab for a list of the Annual Required Notifications. Click the link on each document to view. With your student, read and confirm all authorizations. Exit the document when you have finished, then click the box on the right to confirm that you have read and understand the document.

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**INFORMATION** If you have made any changes, please update your Emergency Card. Click on:" **RJUHSD Emergency Form**", fill out and complete your information. Once form is completed, **print and sign**. Have your student return the updated Emergency form to the nurse's office.



Read all notices and check "I have read the document" after reading.

- Final Confirmation TAB - Please confirm that you have read and completed the information verification process by checking each box below and click <u>SAVE</u>. Once completed, you will see a <u>Thank you for confirming the student data in the system</u> message.

