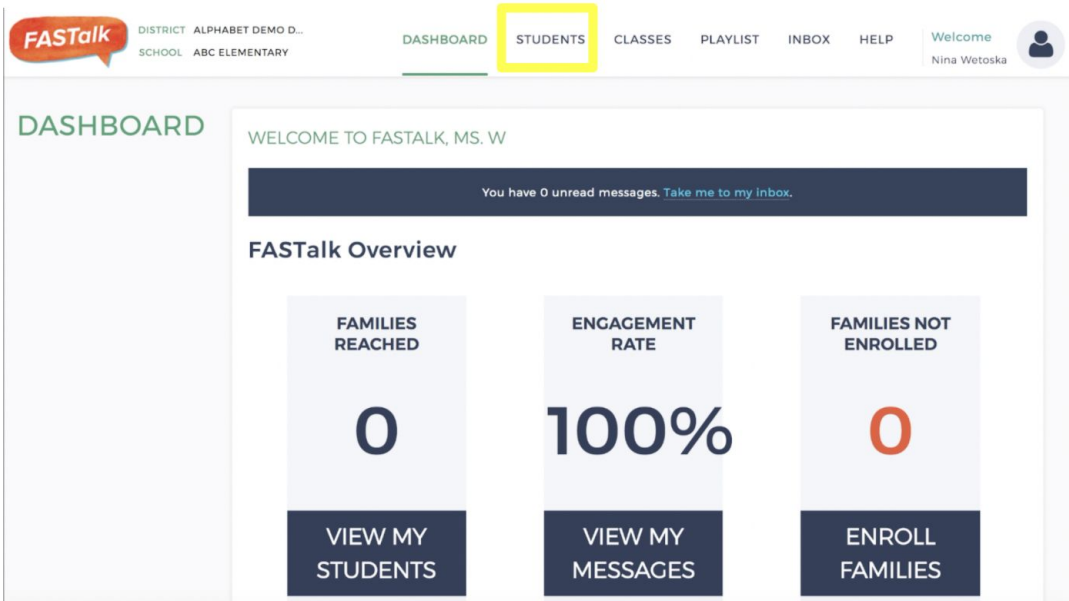





How-To: Edit Parent/Caregiver's Info: Home Language & Phone Number

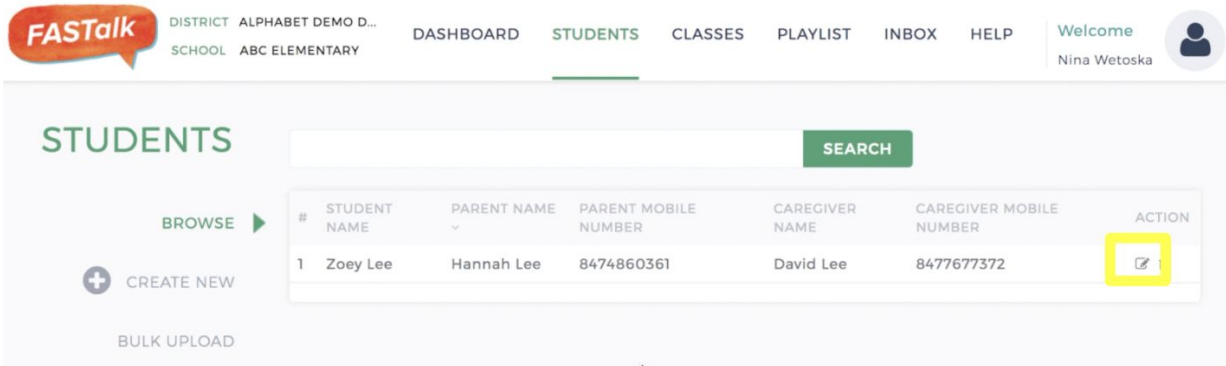
Step 1:

To edit a parent/caregiver's info, including the home language and phone number, go into your FASTalk account, click on the **STUDENTS** tab,



Step 2:

Next, click on the **EDIT** icon  next to the student whose parents/caregivers you wish to edit



Step 3:

To edit a parent/caregiver’s language that they receive the messages, click on the dropdown menu under “**LANGUAGE**” box

The screenshot shows a form for editing a parent's profile. On the left, there is a sidebar with 'EDIT' and 'BULK UPLOAD' options. The main form contains the following fields:

- PARENT FIRST NAME*: Hannah
- PARENT LAST NAME*: Lee
- LANGUAGE***: English (highlighted in yellow)
- RELATIONSHIP: Mother
- GRADE*: First Grade
- PARENT MOBILE NUMBER: 8474860361
- SCHOOL/DISTRICT STUDENT ID*: FT300000
- CHECK HERE TO ENSURE YOUR MODIFICATIONS TO MOBILE # ARE NOT OVERWRITTEN:
- RECEIVE NOTIFICATIONS*: YES NO

Step 4: To edit a parent/caregiver’s phone number, type in their number in the “**PARENT MOBILE NUMBER**” box

This screenshot is similar to the previous one but highlights the 'PARENT MOBILE NUMBER' field in yellow. Below the main form, there is a section titled '2 Caregiver Details' which contains a table:


#	CAREGIVER NAME	ACTION
1	David Lee	

Below the table is a blue button labeled '+ ADD CAREGIVER'.

****Note:** If your school/school system is integrated with Clever and FASTalk regularly syncs with your SIS, please mark the checkbox underneath the **PARENT MOBILE NUMBER** box if you make changes to the phone number. This will prevent your changes from being overwritten with the next scheduled sync with your SIS.

Step 5:

To edit a caregiver that is under the “**CAREGIVER DETAILS**” category, click on the **EDIT** icon . To edit either the language or phone number, follow Steps 3 or 4.



2 Caregiver Details

#	CAREGIVER NAME	ACTION
1	David Lee	

[+ ADD CAREGIVER](#)

Step 6:

To save any changes, click on the **SUBMIT** button,



CANCEL **SUBMIT**

Questions?

If you need any support or assistance editing parent/caregiver’s info, please contact support@fastalk.org.