Completing UPSD’s Annual Online Demographic & Emergency Update

If you do not have access to a computer or internet, computers are available at the District Office, your student’s school office, or the UP Public Library.

1. On or after August 1st, log into Family Access; a link is available from the UPSD website under Quick Links/Family Access/Family Access Login.
   
a. If you do not know your Login/Password, try the “Forgot your Login/Password” on the login screen. This will only work if your E-mail address is associated with your student’s record. If not, please contact either your student’s school or the district office.

2. From the Home menu option, select the link “Go to Annual Demographic & Emergency Update for (your student’s name)”.

3. Please read the information on each step. Every school may have a different number of steps. Only steps 1 through 3 are required, any other steps are optional and can be skipped.
   
a. To complete each required step you must check the “I have completed this step” box at the bottom of each screen.

b. To move from step to step use the “Next Step” button, or select the step number from the list on the right.

c. Address changes require new proof of residency, (current utility bill) to be submitted to your student’s school office before approval.

 d. Not all information may be changed this way. To correct the spelling of names or to add/remove a person from your family unit, please contact your student’s school.
4. To record that you have completed the Annual Update process, please select the “Submit Annual Demographic & Emergency Update” button, (this is last step).

**Tip:** To locate your User Name/Password for the Fine, Fees, & Purchases (such as ASB card, Yearbooks, parking passes, class fees, and fines: select the Report Cards/Report Directory menu option, click the link for Fines & Fees System Login Information to generate a report, click View Report. Close the report (X) and select the Annual Demographic & Emergency Update menu option to continue for the desired student.