

Plus Portal Parent Updates

The end of this school year is just around the corner. Once school is out, the office will be mailing report cards and other important information home to all families. **In order for you to receive these mailings the school office needs your correct mailing address.** You can ensure the office has your current address by reviewing and updating it in PlusPortals.

1. Log in to PlusPortals through the link on the school website. This link can be found at the top, left corner of the www.ctkcsdaphne.org website. Just click on the words *Plus Portal* and this will take you straight to the log in page. ***All updates must be done through this link and cannot be done through the smart phone app.***
2. On the top right of the home screen, click the down arrow next to your name and choose ***Edit Demographics*** from the drop down menu.
3. Click the ***edit*** button on this screen and make any changes to your address or phone numbers.
4. Once all updates are complete click the ***save*** button. You are done!

If you have questions please feel free to call the school office and we will be happy to help you.