Please take the time to update all of your contact information via the Aspen Family Portal. It is important for us to have the most up-to-date and accurate information for you and your student(s).

NPS utilizes an emergency text messaging system used in the event of a district or school wide emergency. This allows us to communicate more quickly and effectively in the event of an emergency. Therefore, it is particularly important for you to provide a cell phone that can receive SMS (text) messages.

Please note that text messages will only be sent in the event of an extraordinary emergency, or weather cancellations.

After logging into Aspen, click the link that reads:

*Click here to update your contact and information release preferences*

- Click here to update your contact and information release preferences
- Click on a link below for directions on how to:
  - Update contact information
  - Update release preferences
  - Student Technology & Online Acceptable Use Guidelines
Click the **Workflow** drop-down list.

Select **Contact Verification**.

Click the magnifying glass icon next to **Student**.

Select the child whose information release settings you want to change.

Click **OK**.

Click **Next**.

Click on the blue text of the first name of the contact for whom you wish to make changes.

For contacts shared between children, updating contact information for one child will update for all children.
Update the contact phone number and email information in the window that pops up and click **OK** when complete.

![Contact Form]

Repeat this process for any other contacts that require updating.
Remember that to make an address change or to add or delete a contact you will need to contact your child's school.

When you have completed all of the updates for the student's contacts, click **Next**.

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Primary Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael</td>
<td>Brady</td>
<td><a href="mailto:bradym@gmail.com">bradym@gmail.com</a></td>
</tr>
<tr>
<td>Carol</td>
<td>Brady</td>
<td><a href="mailto:bradyc@gmail.com">bradyc@gmail.com</a></td>
</tr>
<tr>
<td>Alice</td>
<td>Nelson</td>
<td></td>
</tr>
<tr>
<td>Sam</td>
<td>Franklin</td>
<td></td>
</tr>
</tbody>
</table>

Click **Finish**.