

## Home Access Center: Parent Contact Update

Tomball ISD has turned on the feature in Home Access Center that allows a parent to update their **phone numbers** and **email address**, so they do not need to contact the Registrar to change their phone numbers or email address. Below is a screenshot of what the parents can update.

To update their information, the parent needs to log into Home Access Center and click on the Registration link located in the left-hand menu. Once at the Registration screen, the parent needs to click on Edit Information. Once the information has been updated, click Save. A parent can only update their information of their child's information. They cannot change the other parent's contact information.

When a phone number or email address is changed of the guardian the student lives with, the Registrar is notified via email.

To change an address, the parent must come into the school and speak with the Registrar. Parents cannot update address information through Home Access Center.

### Update Select Contact Information

[Click here](#) to contact the office in case there is other information to be updated.

Student: Thomas Brawley email:

Type	Phone Number	Ext.	Listing Status
Cell:	<input type="text"/>	X <input type="text"/>	Listed <input type="button" value="v"/>
Home:	<input type="text"/>	X <input type="text"/>	Listed <input type="button" value="v"/>
Other:	<input type="text"/>	X <input type="text"/>	Listed <input type="button" value="v"/>
School Messenger:	<input type="text"/>	X <input type="text"/>	Listed <input type="button" value="v"/>
Work:	<input type="text"/>	X <input type="text"/>	Listed <input type="button" value="v"/>

Guardian: Sue Brawley email:

Type	Phone Number	Ext.	Listing Status
Cell:	(281) 555-5555	X <input type="text"/>	UnListed <input type="button" value="v"/>
Home:	<input type="text"/>	X <input type="text"/>	Listed <input type="button" value="v"/>
Other:	<input type="text"/>	X <input type="text"/>	Listed <input type="button" value="v"/>
School Messenger:	(281) 555-5555	X <input type="text"/>	Listed <input type="button" value="v"/>
Work:	<input type="text"/>	X <input type="text"/>	Listed <input type="button" value="v"/>

Guardian: Steve Brawley email:

Type	Phone Number	Ext.	Listing Status
Cell:	(555) 281-5555	X <input type="text"/>	UnListed <input type="button" value="v"/>
Home:	<input type="text"/>	X <input type="text"/>	Listed <input type="button" value="v"/>
Other:	<input type="text"/>	X <input type="text"/>	Listed <input type="button" value="v"/>
School Messenger:	(555) 555-5555	X <input type="text"/>	Listed <input type="button" value="v"/>
Work:	<input type="text"/>	X <input type="text"/>	Listed <input type="button" value="v"/>