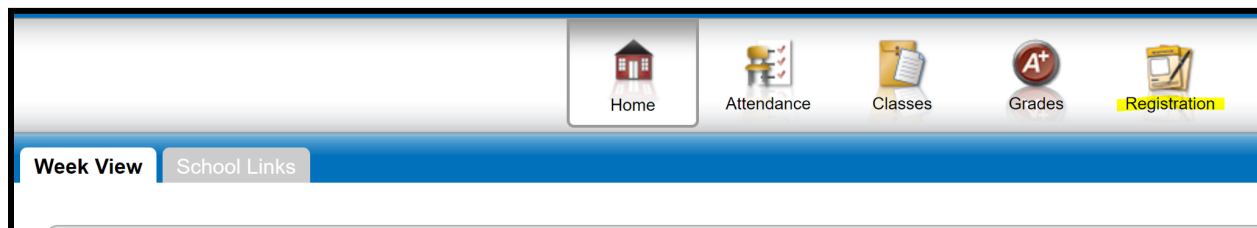


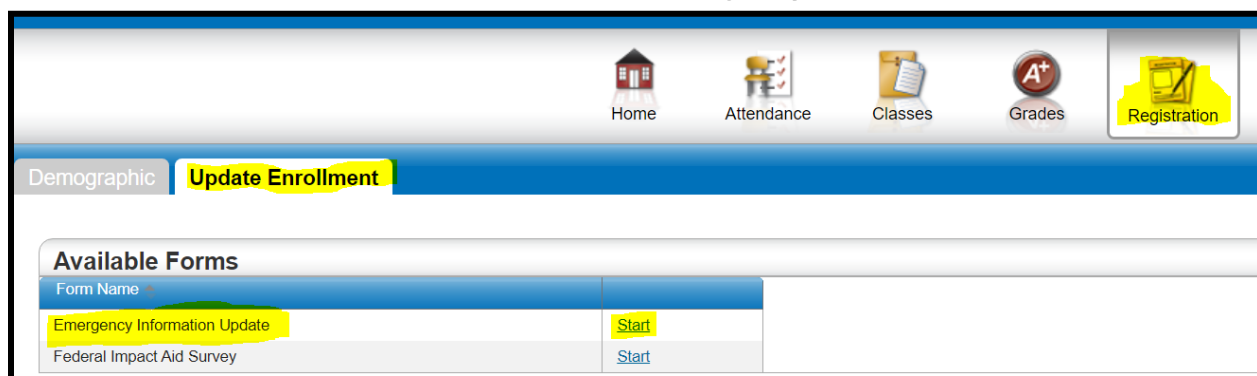
SMCPS Emergency Information Update

1. Please visit the SMCPS website to [login into HAC](#).

2. Once logged into HAC, scroll over to “Registration”.



3. Click on “Update Enrollment”. Then start the **Emergency Information Update**.



4. Follow the directions on each screen, paying close attention to the required fields.

Important Notes:

- Emergency information such as the student's physical address, guardian and emergency contact updates must be made at the student's school. **Those fields cannot be edited on this form.**
- To make changes to a physical address, please visit the [student service's website](#) on registration information.
- [Video Guidance](#) on this process is also available.

5.* If you have **MULTIPLE students in SMCPS**, go to the far right and find your student's name. Click on the down arrow to toggle to your next student(s).

