

## Overview:

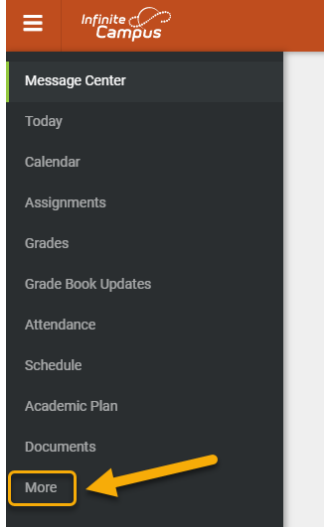
Each year all existing Jeffco families are asked to complete the Annual Update process. This gives families the opportunity to confirm their household information (address, phone numbers, emergency contacts, etc), their student's information, and sign the agreements required each year. Families complete the update process once for their entire household and it is reviewed by school staff once submitted.

## To Start your Annual Update:

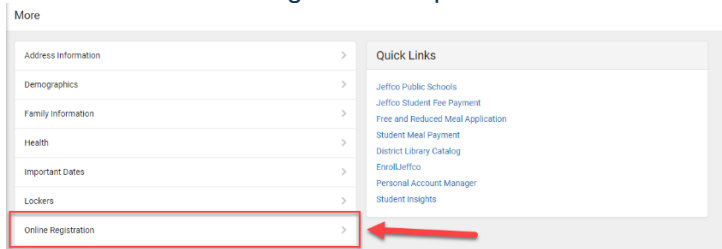
1. Log in to [Campus Parent Portal](#) using your Jeffco Parent username and password.

If you need assistance with your username and/or password, please go to the **Personal Account Manager** to recover or reset your information.

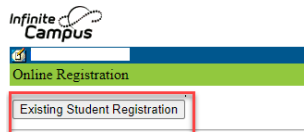
2. On the left hand side, click the "More" option at the bottom of the menu.



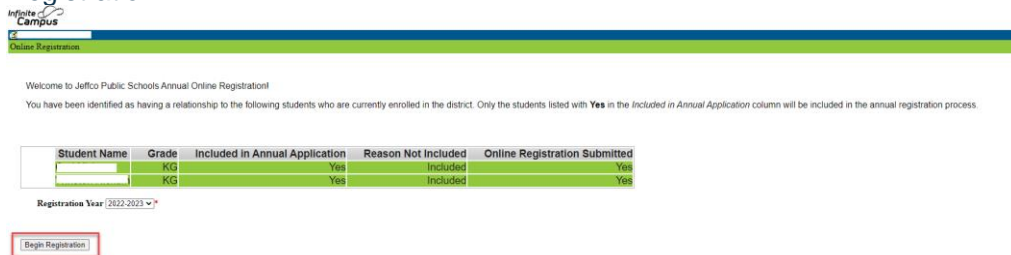
3. Click the "Online Registration" option



4. A new window will open, click "Existing Student Registration"



5. On the next page, you will see a list of your students who are enrolled for the upcoming school year. Click "Begin Registration".



If you need to enroll a new student, you will need to go to **EnrollJeffco** to add them to your account and enroll them in a school. For more information on adding new students, [click here](#).

6. At this point, you will be taken to the Online Registration module to verify and update your information. For more information on each screen you will be prompted to complete, please [click here](#).