

# Accessing Plus Portals

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When accessing parent contact information in PlusPortals, please follow these steps going forward.

1. Login to PlusPortals
2. Select the class.
3. Click "Students" from the menu bar.
4. Select the Student by clicking their name or picture.
5. Scroll down until you see the **"Contacts"** button and click it. The contacts displayed are only those that have parent portal access for that student (if you suspect someone is missing, please contact the school office)

Note: The phone number listed as "Home" is the primary number for the household. Both parents will have the same Home #. The "Mobile" is the parent's cell.



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