

Annual Student Update Guide

A step-by-step guide for parents



To complete the **Annual Student Update** please follow the next steps.

1 LOG IN TO MYKATY CLOUD

You **MUST** log in through MyKaty Cloud.

If you don't know your password, click **Forgot Password** and follow the prompts to reset your password.



2 ACCESS HOME ACCESS CENTER (HAC)

Once you log in, proceed to find the "Parent Home Access Center" (HAC) Tile that will take you to the HAC.



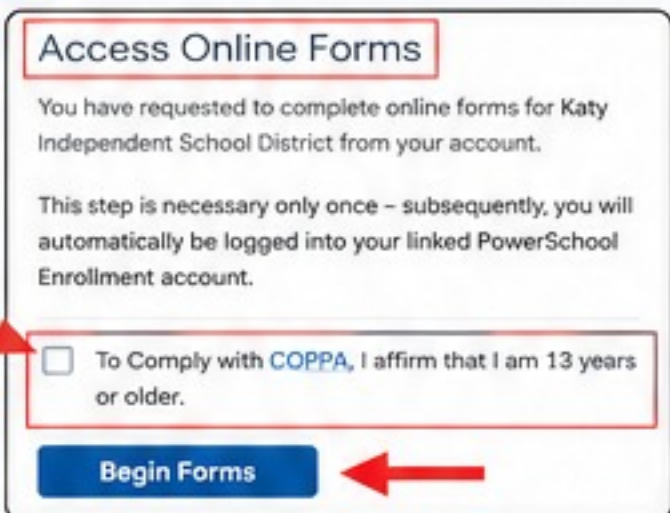
3 NAVIGATE TO ANNUAL STUDENT UPDATE

Once in Home Access Center, click **Registration > Update Enrollment > Annual Student Update**



4 ACCESS ONLINE FORMS

Once you click Start on the Annual Student Update, an Access Online Form screen will appear. Click the box "To Comply with COPPA" to access the student's form.



5 ENTER STUDENT DATE OF BIRTH

Enter your student **Date of Birth**.

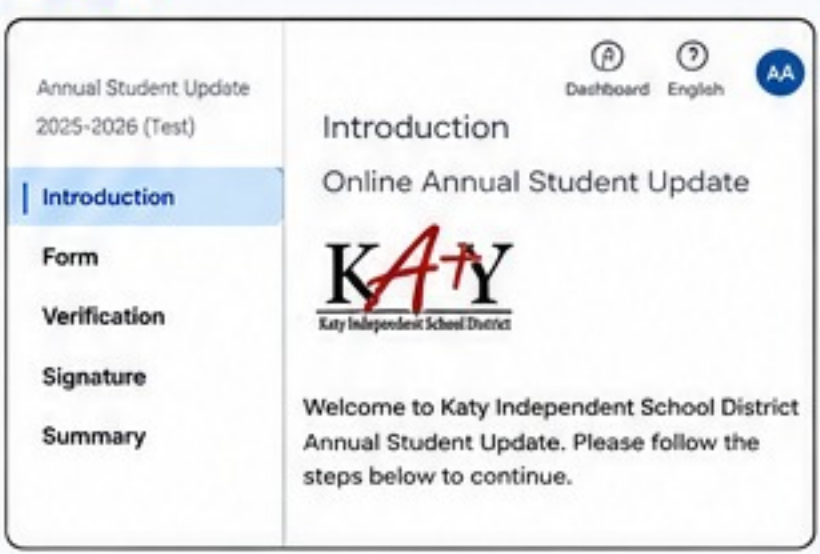
Make sure to follow the format **MM/DD/YYYY**



6 COMPLETE THE FORM

After authenticating the Date of Birth, you may begin the form.

Please review the students' information and answer the **required questions** on the form.



7 REVIEW & SUBMIT

When the form is completed and **All the required fields are Green**, click **Submit!**



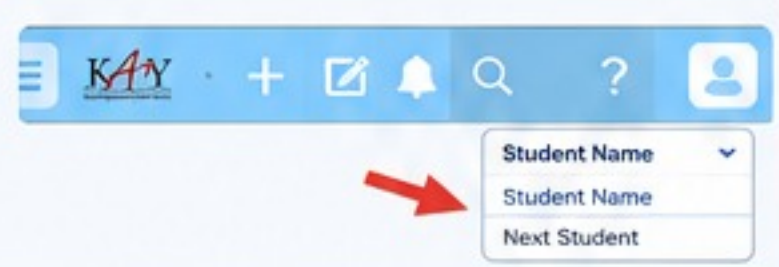
8 CONFIRMATION EMAIL

You will get a confirmation email for each student after you complete and submit the Annual Student Update.



9 MULTIPLE STUDENTS?

If you have more than one student, please return to the Home Access Center and click on the student dropdown in the upper right corner and select the next student you are completing the form for. Click **Registration** and start.



Thank you for keeping your student's information up to date!