

This document will be available in multiple languages soon.

## How to Update Your Contact Preferences in JeffcoConnect

Log in to your PARENT JeffcoConnect account - <https://jeffcoconnect.jeffco.k12.co.us/>:

Jeffco Connect - [scheduled outage for maintenance - Wednesday evenings](#)

### Jeffco Connect Login

User Name:  
 [Forgot Username?](#)

Password:  
 [Forgot Password?](#)

[Pay Jeffco Student Fees Without a Login?](#)   [New Parent/Guardian to Jeffco Schools?](#)

Once logged in, you will arrive at this screen. Click on student name:

JeffcoConnect STUDENT INFORMATION

Home |

#### User Information

User Name:  
Your user name here

Name:  
Your name here

Address:  
Your address here

Jefferson County

Phone:  
Your phone number here

[Edit User Information](#)

[Campus Portal](#)

[District Library Catalog](#)

[MyPaymentsPlus \(MealPay\)](#)

[Jeffco Student Fee Payment](#)

[Free and Reduced Lunch Applications](#)

#### Student Information

<u>Student Name</u>	<u>School Name</u>	<u>Grade</u>	<u>Student ID</u>	<u>Status</u>	<u>Student Reports</u>
John Doe	Anyplace Elementary	2	1234567	Active	<a href="#">View Reports</a>

[Add New Student](#) | [Add Existing Student](#)

Click student name

Once you click on a student's name, you will be taken to this student's Summary Details page. Click on Contacts in the menu on the left.



You will be taken to the Contacts list for this student. Click on Edit next to your name. (You can ONLY change your own.)

**Save** **Contact Details - Student Name**

**Parent/Guardians and Emergency Contacts**

Contact Priority	Name	Phone	Email	Relationship	Pickup	Edit	Delete	Send Invitation
1	First Last	(303) 123-4567	Email	Mother	✓	<b>Click on Edit</b>		
2	First Last	(303) 123-4567		Father	✓			
3	First Last	(303) 123-4567					✗	
4	First Last	(303) 123-4567					✗	
5	First Last	(303) 123-4567					✗	

**Add New Contact**

You will then be taken to the individual contact details page. Click on the Notification Preferences tab.

**Save Contact** **Cancel** **Edit Contact - Student Name** \* indicates a required field

Parent/Guardian Relationship to Student: \*  
Mother  
 Emergency Contact Contact Priority:  
1

First Name: \* Middle Name: Last Name: \* Suffix: Gender: \*  
First Middle Last Female  Male

**Access Preferences** **Notification Preferences** **Contact Residence Information**

This contact is/has...

Allowed to pick up Student  Allowed to view student's data on student information sites  
 Allowed to make decisions for Student  Allowed to update student's data on student information sites  
 Court order restricting access to Student

**Click Notification Preferences**

You are now at your customizable Notification Preferences page. You can set up all the options as you wish. Here is an example, with a few notes to keep in mind.

**Save Contact** **Cancel** **Edit Contact - Student Name** \* indicates a required field

Parent/Guardian Relationship to Student: \*  
Mother  
 Emergency Contact Contact Priority:  
1

First Name: \* Middle Name: Last Name: \* Suffix: Gender: \*  
First Middle Last Female  Male

**Access Preferences** **Notification Preferences** **Contact Residence Information**

*The preferences selected below are for automated messages only. Automated messages are sent to the phone numbers with extension.*

Phone: *	Primary	Text	Emergency	Non-School Hours	Emergency	Attendance	Events /Activities	General
303 321 - 6789 x Mobile	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
303 555 - 1212 x Work	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email: firstlast55@email.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

In what language does this contact prefer to receive communication?  
(Written translation and/or oral interpretation for meetings/conferences.): \*  
English

**Save Contact** **Cancel**

**You must choose one Primary number.**

**To receive text messages, check the Text box AND at least one message type.**

**Most district and school messages are sent as General, INCLUDING weather-related closure notices.**

**Don't forget to SAVE when done!**