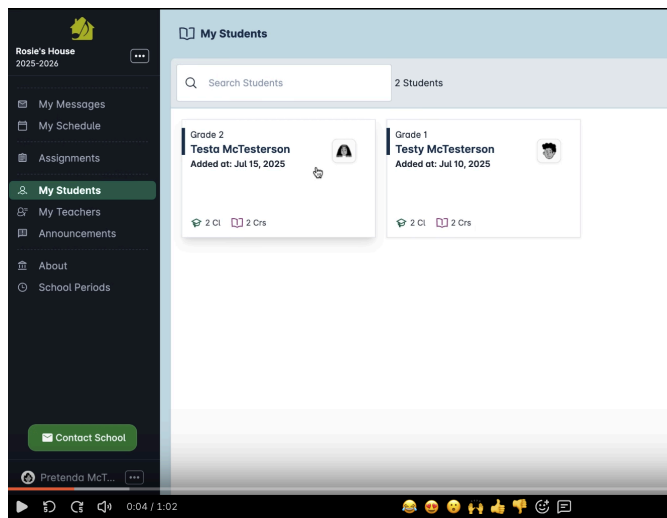




How to edit student and guardian information

Sometimes you'll need to update your contact information, student information, etc., like phone numbers or addresses. This is where you'll edit that information.

Video:



[Click here to watch the video](#)

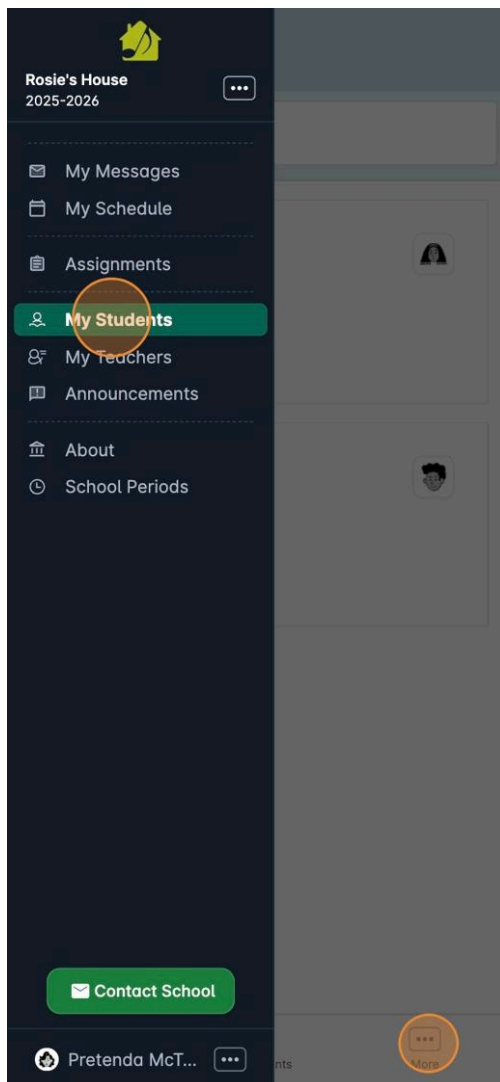
Steps for Mobile Device

Log in:


Log in to your mobile application, using the same log in information as you would on Desktop.


Updating Student Information:

1. Once logged in, navigate to the lower right hand part of the screen and tap 'More' with the 3 dots. In the side bar, tap 'My Students'.



2. Select your student.


 **My Students**


 Search Students



2nd Grade

Testa McTesterson

Added at: Jul 15, 2025








 2 Cl  2 Crs


1st Grade


Testy McTesterson


Added at: Jul 10, 2025



 2 Cl  2 Crs

 Messages



 Assignments

 More

3. Tap 'Edit' to update or add information.


Students → Testa McTesterson

Overview

Student ID: #00024

Personal Information

 Edit

Testa McTesterson

-


See more

Active Student

Level

GRADE 2

Contact Information


 Edit


-

-

See more

Emergency Contact

 Edit

 Pretenda McTesterson

See more

Messages

Assignments

More

4. Edit information and tap 'Save'.

The screenshot shows a mobile application interface for updating student information. At the top, a header bar displays a person icon, the text "Students → Testa McTesterson", and a close button (X). Below this is a modal titled "Update Student" with a close button (X) in the top right corner. The form contains several input fields: "First Name*" with the value "Testa", "Middle Name" (empty), "Last Name*" with the value "McTesterson", "Place of birth" (empty), "Date of Birth" (empty with a calendar icon), "Gender" (a dropdown menu with a downward arrow and an information icon), "ID Card" (empty), "Social Security Number" (empty), and "Timezone" (a dropdown menu with a downward arrow). At the bottom of the form are two buttons: "Cancel" and "Save". A red circle is drawn around the "Cancel" button. The bottom of the screen shows a navigation bar with three icons: "Messages", "Assignments", and "More".

Students → Testa McTesterson

Update Student X

First Name*
Testa

Middle Name

Last Name*
McTesterson

Place of birth

Date of Birth

Gender

ID Card

Social Security Number

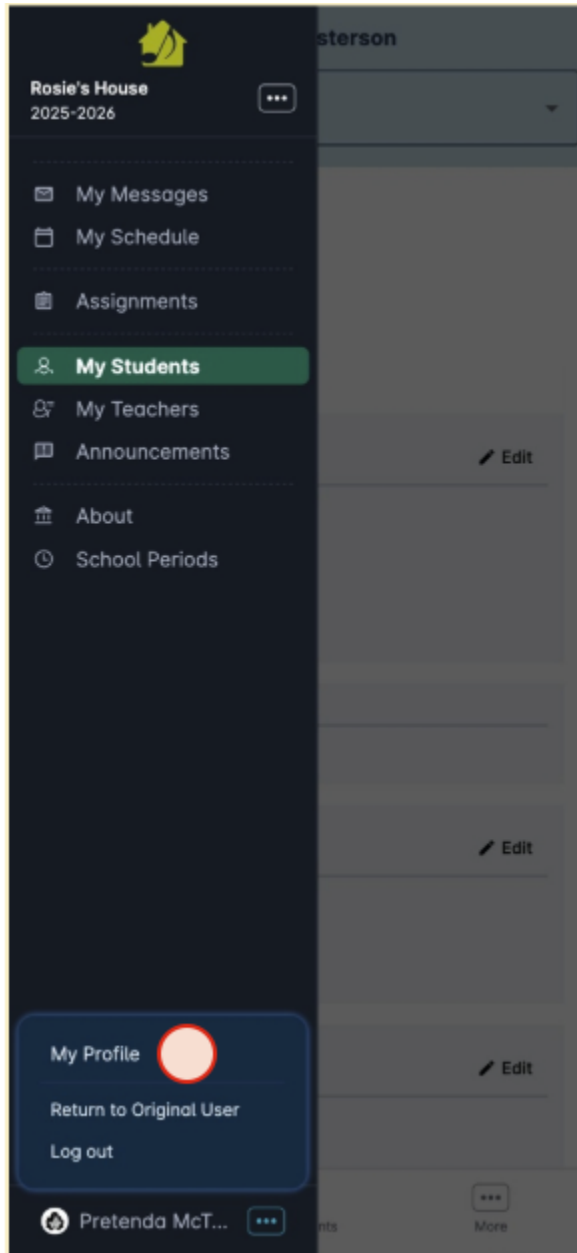
Timezone

Cancel Save


Messages Assignments More


Updating Guardian Information:

1. To edit or update your own information as a Guardian, navigate to the bottom of the screen, tap the three dots by your name and select 'My Profile'.



2. Tap the pencil icon to update or add 'Personal Information'.

 **My Profile**

Personal Information 

First Name
Pretenda


Middle Name
-

Last Name
McTesterson

ID Card
-

Social Security Number
-

Timezone
America/Phoenix

Contact Information 


Address
123 Any St.


City
Phoenix


Zip Code
85034

State
AZ

Country
-

 Messages

 Assignments


 More

3. Edit or update changes and tap 'Save'.


The screenshot displays a mobile application interface. At the top, a header bar contains a person icon and the text "My Profile". Below this, a section titled "Personal Information" with a pencil icon is visible. A modal window titled "Update Guardian" with a close button (X) is open in the foreground. This modal contains several input fields: "First Name*" with the value "Pretenda", "Middle Name", "Last Name*" with the value "McTesterson", "ID Card", "Social Security Number", and "Timezone" with a dropdown menu showing "(GMT-07:00) America/Phoenix". At the bottom of the modal are "Cancel" and "Save" buttons. In the background, partially obscured by the modal, are fields for "State" (AZ) and "Country" (-). The bottom of the screen features a navigation bar with three icons and labels: "Messages", "Assignments", and "More".

4. Tap the pencil icon to update or add 'Contact Information'.


ID Card
-
Social Security Number
-
Timezone
America/Phoenix


Contact Information 


Address
123 Any St.
City
Phoenix
Zip Code
85034
State
AZ
Country
-
Email
pretenda.mctesterson@example.com
Telephone 1
123-123-1234
Telephone 2
-

Contact Options 

Receive School Notifications via Email
✓


Messages


Assignments


More

5. Edit or update changes and tap 'Save'.

The screenshot shows a mobile application interface. In the background, there is a grey card with the text 'ID Card' and 'Social Security Number'. Overlaid on this is a white modal window titled 'Update Guardian' with a close button (X) in the top right corner. The modal contains several input fields: 'Address' with the value '123 Any St.', 'City' with the value 'Phoenix' and a dropdown arrow and info icon, 'Zip Code' with the value '85034', 'State' with the value 'AZ', 'Country' with a dropdown arrow and info icon, 'Email' with the value 'pretenda.mctesterson@example.com', 'Telephone 1' with the value '123-123-1234', and 'Telephone 2' which is empty. At the bottom of the modal are two buttons: 'Cancel' and a blue 'Save' button with a white icon. Below the modal, a small checkmark is visible. At the very bottom of the screen is a navigation bar with three icons and labels: 'Messages', 'Assignments', and 'More'.

Update Guardian

Address
123 Any St.

City
Phoenix

Zip Code
85034

State
AZ

Country

Email
pretenda.mctesterson@example.com

Telephone 1
123-123-1234

Telephone 2

Cancel Save

Messages Assignments More

Steps for Desktop

Log in:

Log into your DreamClass Account at <https://portal.rosieshouse.org/>.
Enter your log in information and click 'Enter'.

Rosie's House

Username or Email Address*

stephanie@igncollab.com

Password*

.....

[Forgot Password?](#)

Enter

Or continue with

Log in with Google

Log in with Facebook

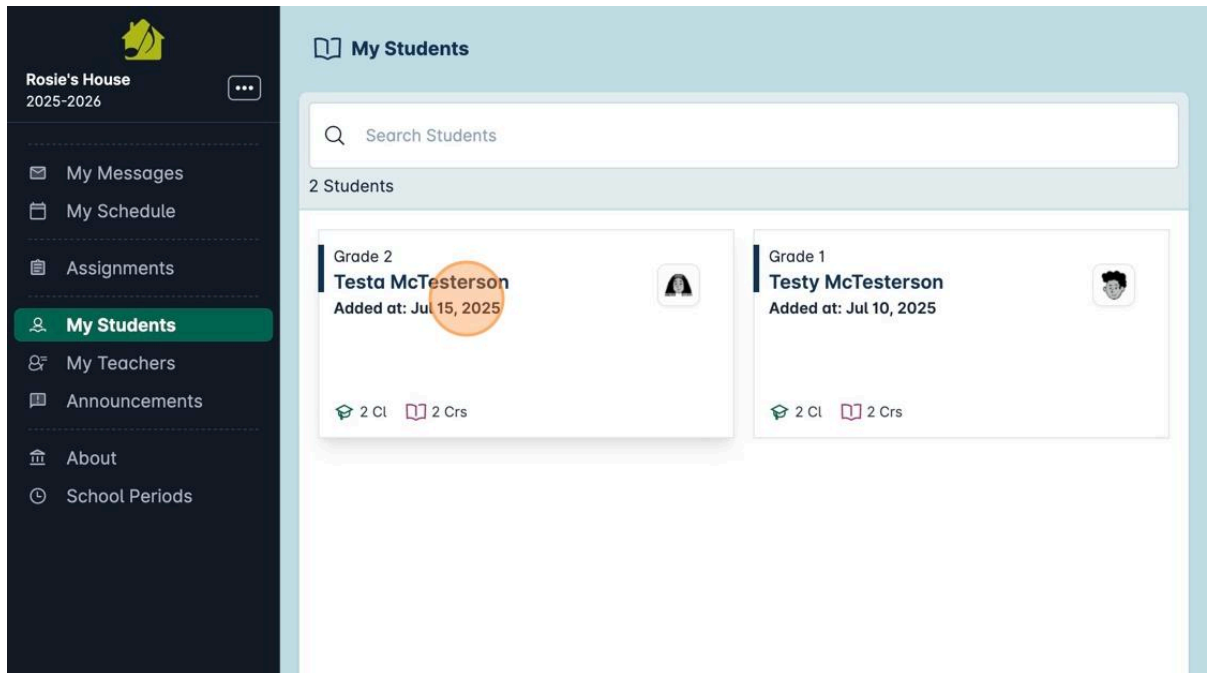
[Help](#)

Updating Student Information:

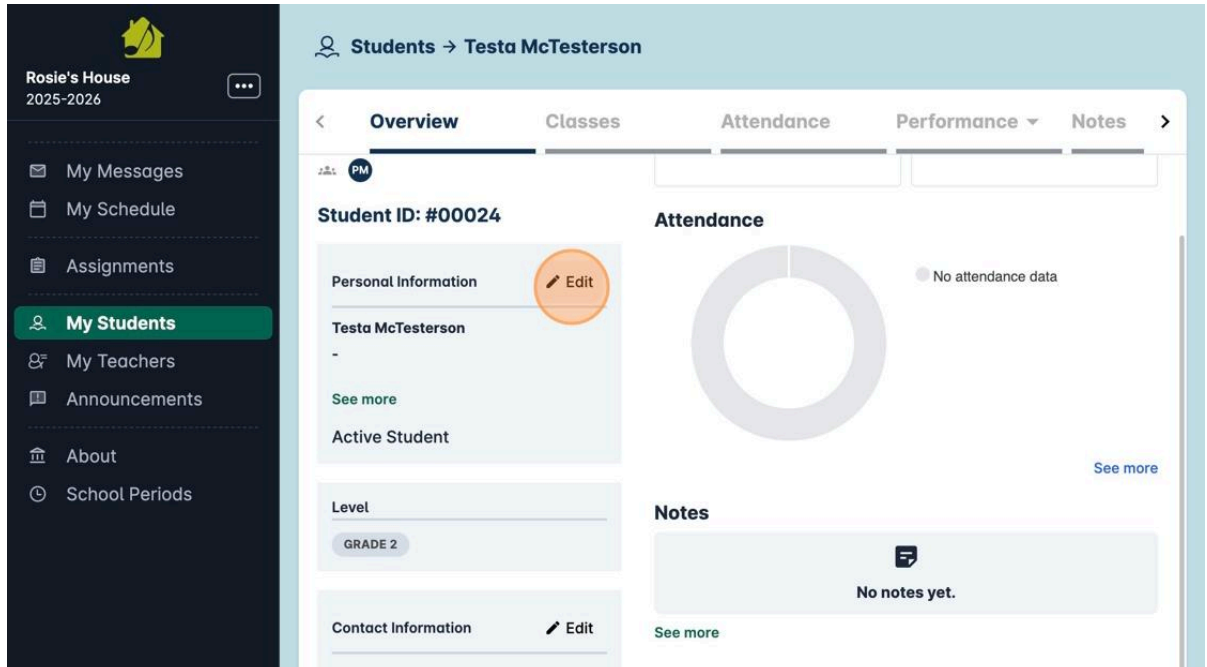
1. Click 'My Students'

The screenshot displays the Rosie's House app interface. On the left is a dark sidebar with a home icon and the text 'Rosie's House 2025-2026'. Below this are menu items: 'My Messages', 'My Schedule', 'Assignments', 'My Students' (highlighted with an orange circle), 'My Teachers', 'Announcements', 'About', and 'School Periods'. The main area is titled 'My Students' and features a search bar labeled 'Search Students'. Below the search bar, it says '2 Students'. Two student cards are shown: 'Grade 2 Testa McTesterson' added on Jul 15, 2025, and 'Grade 1 Testy McTesterson' added on Jul 10, 2025. Each card includes a profile picture and a status bar at the bottom showing '2 Cl' and '2 Crs'.

2. Select your student.



3. Select the information to add or update and click 'Edit'.



4. Edit information and click 'Save'.

The screenshot shows a mobile application interface with a dark sidebar on the left containing navigation options: Assignments, My Students (highlighted), My Teachers, Announcements, About, and School Periods. At the bottom of the sidebar is a 'Contact School' button. The main content area displays a form for editing a student's profile. The student's name is 'Pretenda McTesterson'. The form includes fields for Middle Name, Last Name* (containing 'McTesterson'), Place of birth, Date of Birth (with a calendar icon), Gender (a dropdown menu with an information icon), and ID Card. At the bottom right of the form are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with an orange circle. In the background, a student profile card for 'Pretenda McTesterson' is visible, showing a 'See more' link and a progress bar with the number 80.

Assignments

My Students

My Teachers

Announcements

About

School Periods

Contact School

Middle Name

Last Name*

McTesterson

Place of birth

Date of Birth

Gender

ID Card

Cancel Save

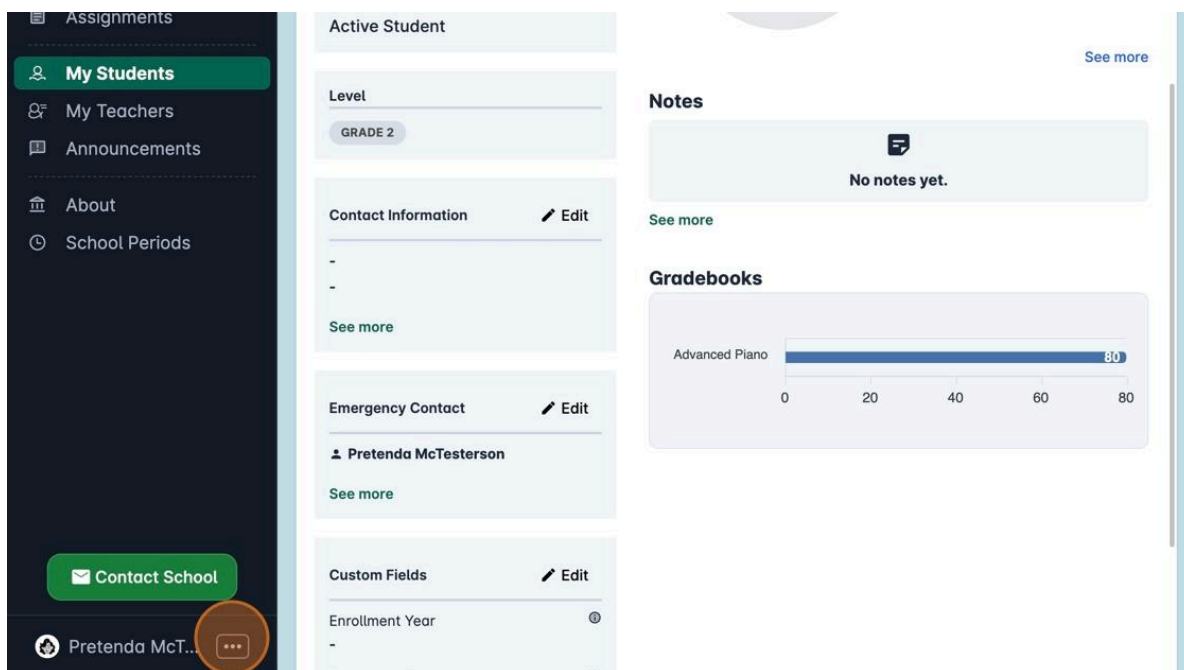
Pretenda McTesterson

See more

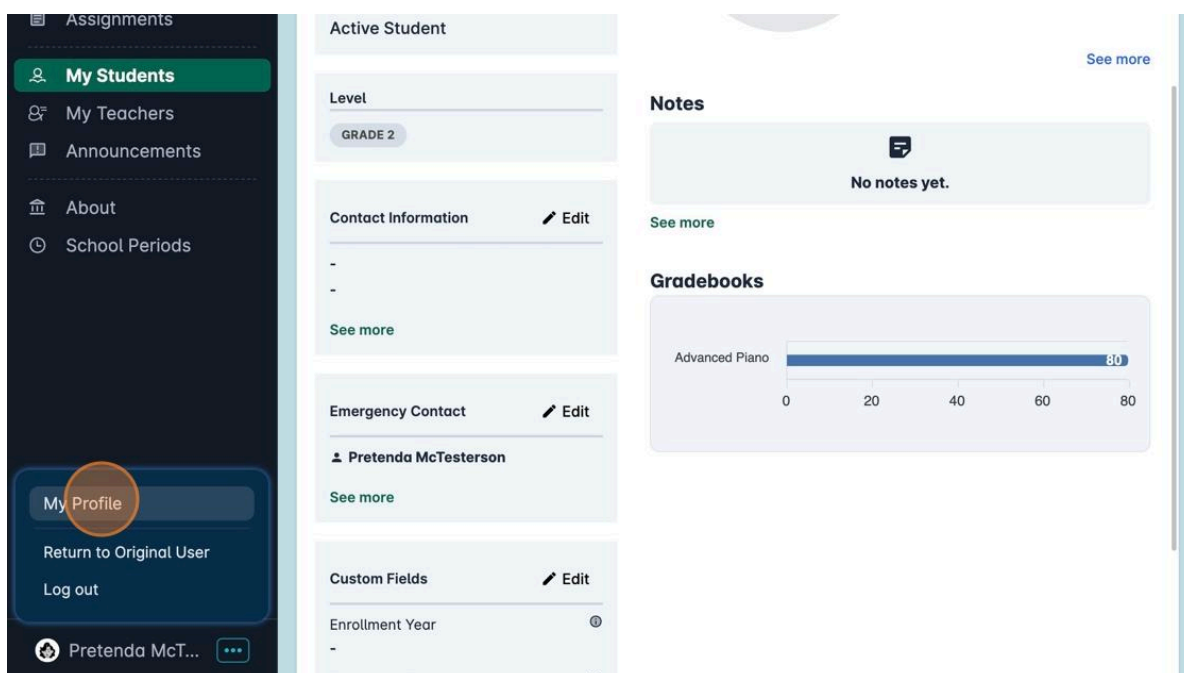
80

Updating Guardian Information:

1. To edit your own information as a 'Guardian', navigate to your name and click the three dots in the bottom left corner.



2. Click 'My Profile'.



3. Click the pencil icon to update or add 'Personal' or 'Contact Information'.

Personal Information ✎

First Name	Middle Name	Last Name
Pretenda	-	McTesterson

ID Card	Social Security Number
-	-

Timezone
America/Phoenix

Contact Information ✎

Address	City	Zip Code	State	Country
123 Any St.	Phoenix	85034	AZ	-

Email	Telephone 1	Telephone 2
pretenda.mctesterson@example.com	123-123-1234	-

Contact Options ✎

Receive School Notifications via Email

4. Update information and click 'Save'.

85034

State
AZ

Country

Email
pretenda.mctesterson@example.com

Telephone 1
123-123-1234

Telephone 2

Cancel Save

Date Modified: Aug 4, 2025