

Parent Instructions for My Plan (Updating Emergency Contacts)

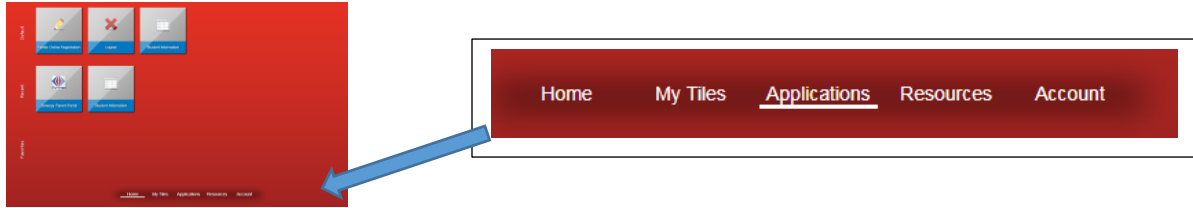
<https://myplan.powayusd.com>

Username:

Password:

Log in

Click on applications at the bottom of the screen



Synergy Parent Portal



[Synergy Parent Portal](#)

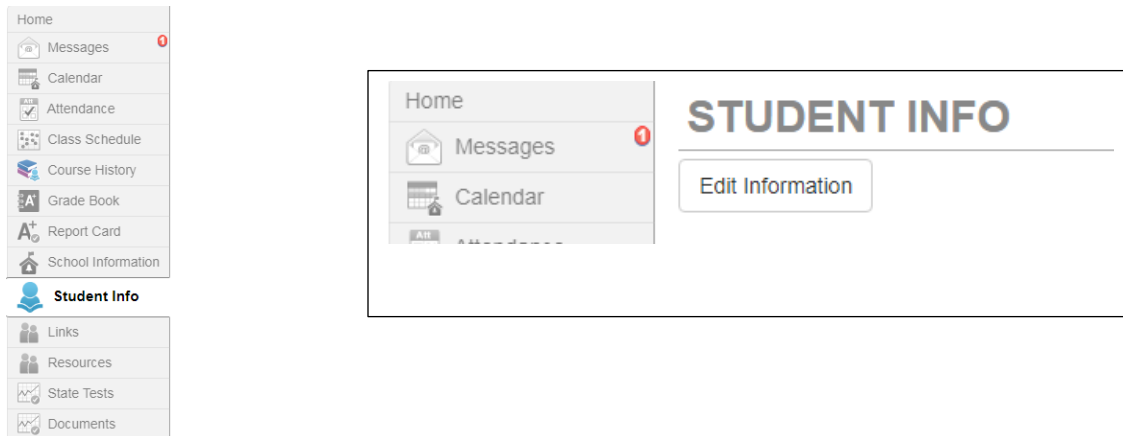
Parent Vue Tab should open (if not – log in again – same ID/Password)

Choose Student name –Upper left corner (will update all linked students)



Go to: Student Info

Click on - Edit Information



Scroll down until you see Emergency Contacts

Emergency Contacts			
Record	Description	Current Value	Changed Value

Save Changes – scroll down to bottom of page

