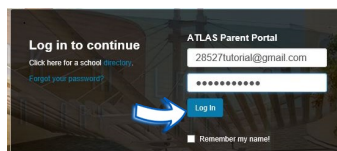


Creating an Emergency Card in ATLAS Parent Portal

Creating an Emergency Card in the Parent Portal can only be done by the Primary Guardian.

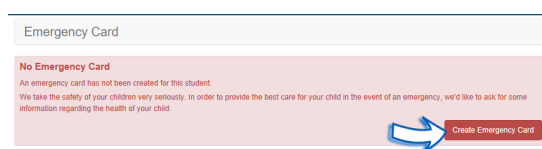
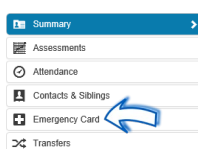
Step 1: Open an Internet browser and go to parents.fresnou.org

Step 2: Log in with your ATLAS Personal account information (the Personal account is the email and password you created), and click Log In.

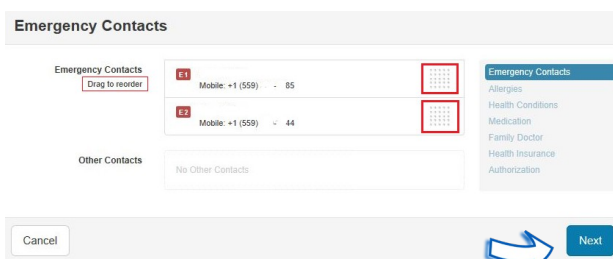


Step 3: Open the **Emergency Card Tab** in your **Parent Portal**.

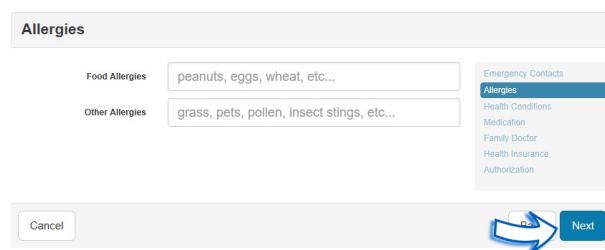
Step 4: Select **Create Emergency Card**.



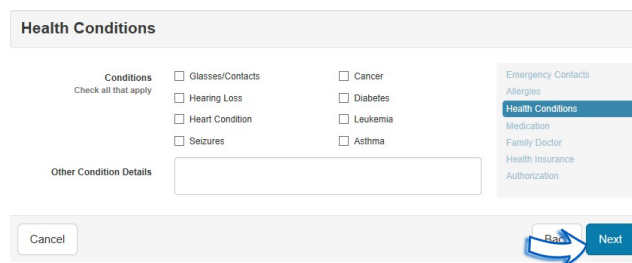
Step 5: Create the order of emergency contacts by dragging the contact into the correct position. You may also add or edit other contacts. Select **Next**.



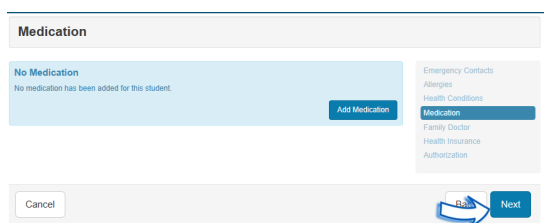
Step 6: Enter any **Food Allergies** for this student. Enter any **Other Allergies** such as grass, pets, insect stings etc. Select **Next**.



Step 7: Click on the box to select any **Health Conditions** the student may have. Enter any notes in the **Other Condition Details** section. Select **Next**.



Step 8: Select **Add Medication** to add your student's current **prescribed** medication. Enter the name of the **Medication, Dosage, Prescribing Physician, Doctor's Phone Number** and Click **Save**. Select **Next**.



Step 9: Family Doctor - Enter the **Doctor's Name** and **Office Phone Number**. Select **Next**.

Step 10: Select your Health Insurance. Click the drop down menu and select the correct insurance. Select **Next**.

Step 11: Authorization - Select "Yes" or "No" to give the school authorization to assist your student in an emergency and you cannot be contacted. Select **Next**.

Step 12: Verify the Information you have entered. Read the agreement carefully and type Your Full Name to indicate that you agree. Select **Okay**.

Your Student's Emergency Card has been Created. You can now see your student's medical information.

*To edit your student's Emergency Card, select the **Edit Button**  and follow the screen's instructions *