Parent Contact Information
Step-by-Step Instructions for Updating

Packer relies on parents to keep mailing addresses, email addresses, and phone numbers up to date online. Every parent has a unique, personal web account, with which only he/she must login to manage the contact profile.

1. From any page on Packer’s website (www.packer.edu), click the LOGIN button at the top-right corner of the screen to log in to the Parent Portal.

2. Enter your unique login credentials. Parent usernames are preset by Packer (first two letters of first name plus full last name; e.g., Jane Smith would have the username jasmith). If you have not received your Packer website username, please contact Romina Ros in Packer’s Business office at ros@packer.edu.

Passwords may be reset. If you have forgotten your password, click "PARENTS: GET USERNAME/PASSWORD," and follow the retrieval instructions.

3. From the Parent Portal home page, click the MANAGE PROFILE button in the center of the page.

A new tab/window will open in your web browser, displaying the “View/Manage My Profile” screen in “MyBackpack.”

4. On the “View/Manage My Profile” screen, click the green EDIT link next to a pencil icon:

5. Review your profile, and make the necessary changes. Click SUMBIT when you are finished.

Parent Contact Information
Online Tools and Helpful Hints

- Parent usernames are preset and fixed by Packer (first two letters of first name plus full last name; e.g., Jane Smith would have the username jasmith). If you have not received your Packer website username, please contact Romina Ros in Packer’s Business office at ros@packer.edu.

Passwords may be reset. If you have forgotten your password, click "PARENTS: GET USERNAME/PASSWORD," and follow the retrieval instructions.

- When making changes to your contact information, please assign an identifying label to all cell phone entries. If assignment of a cell phone to a particular parent needs clarification, please send a note to the school using the ENTER A NOTE TO THE SCHOOL option.

- Take advantage of the “Do Not Publish” checkboxes, if there is particular contact information that you do not wish to have printed in the Directory.

- In addition to this printed Directory, Packer provides a password-protected, online parent directory.

Once logged in to the Parent Portal, click PARENT DIRECTORY from the list of links on the left side.

Search for other Packer parents, or view your own entry, by entering a keyword.

This directory is “view only.” In order to make changes to your own entry, please follow the steps outlined on the preceding page.