



How To Edit Or Update The Parent Profile

Ross Lugos



The first step is to open **Curacubby** and click **Parents**

Demo Preschool Welcome, Navellier Colle...

Home > Overview

Overview

Parents

Students

Invoices

Applicants

Reach Out

Settings

- School
- Financials
- Programs
- Forms Editor
- File Upload
- Message Templates
- Accounting

5 Parents

2 Students

2 Families

0 Pending invoices

0% Enrolled

Action Center

0 Invoices are queued to go out August 26th, 2017

CURACUBBY

Help



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Type parent name in **Search:**

The screenshot shows the 'Demo Preschool' web application interface. The top navigation bar includes the school logo, the name 'Demo Preschool', and a user profile with the text 'Welcome, Navellier Colle...'. The left sidebar contains a menu with items: Overview, Parents (checked), Students, Invoices, Applicants, Reach Out, and Settings (with sub-items: School, Financials, Programs, Forms Editor, File Upload, Message Templates, Accounting). The main content area is titled 'Parents' and includes a breadcrumb 'Home > Parents'. Below the title are buttons for 'New Parent' and 'Download to CSV file'. A search bar is present with 'Show 10 entries' and a search input field containing the letter 'd'. Below the search bar is a table of parent records:

Name	Email	Tags	
Doe John Last online: - SignIn Count: <i>Never</i> Available Credits: <i>\$0.00</i>	no-account+demopreschool-john.doe@curacubby.com		
Smith Craig Last online: - SignIn Count: <i>Never</i> Available Credits: <i>\$0.00</i>	craig.smith@gmail.com		
Smith Rose ★ Last online: - SignIn Count: <i>Never</i> Available Credits: <i>\$0.00</i>	rose.smith@gmail.com		
Thomson Cole Last online: - SignIn Count: <i>Never</i> Available Credits: <i>\$0.00</i>	no-account+paris@curacubby.com		

A 'Help' button is located in the bottom right corner of the interface.



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Click **Parent Name**

Demo Preschool Welcome, Navellier Colle...

Home > Parents

Parents

[New Parent](#) [Download to CSV file](#)

Show 10 entries Search: col

Name	Email	Tags
Thomson Cole Last online: SignIn Count: Never Available Credits: \$0.00	no-account+paris@curacubby.com	

Showing 1 to 1 of 1 entries (filtered from 5 total entries) Previous 1 Next

CURACUBBY [Help](#)



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Click **Profile**

Demo Preschool | Welcome, Navellier Colle...

Home > Parents > Thomson Cole

Parents » Thomson Cole

Profile | Students | Invoices | Statement | Forms

Available credit: \$0.00
[Update balance](#) | [New Invoice](#) | [Record Credit](#)

Show 10 entries | Search:

Number	Status	Invoice Date	Paid	Total	
56635	Paid	Aug 11 2017	Aug 11 2017 02:55 PM	-\$200.00	Edit Delete Share
54986	Paid	Jul 28 2017	Jul 28 2017 02:34 PM	-\$120.00	Edit Delete Share
54449	Paid	Jul 21 2017	Jul 21 2017 04:53 PM	-\$120.00	Edit Delete Share
45471	Paid	May 25 2017	May 25 2017 11:06 AM	-\$250.00	Edit Delete Share

Showing 1 to 4 of 4 entries | [Previous](#) | **1** | [Next](#)



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Click **Edit User**

The screenshot shows the 'Demo Preschool' interface. The top navigation bar includes the school logo and a user profile for 'Navellier Colle...'. The left sidebar contains a menu with options like Overview, Parents, Students, Invoices, Applicants, Reach Out, and Settings. The main content area displays the profile for 'Thomson Cole' with tabs for Profile, Students, Invoices, Statement, and Forms. Below the profile picture, there are three action buttons: 'Edit User' (highlighted with a pink box), 'Reset User's Password', and 'Delete User'. Below these buttons is a table of user details.

Email:	no-account+paris@curacubby.com	Notify for:	<input checked="" type="checkbox"/> Invoices	<input checked="" type="checkbox"/> Reach Out
Mobile #:	555-555-5555	Notify for:	<input type="checkbox"/> Invoices	<input checked="" type="checkbox"/> Reach Out
Address:	-			
City:	-			
Country:	-			
Joined:	2017/05/25			
Last Sign In:	-			
Notes:				



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Update the fields that need to be updated. In this example, type in **Email**

The screenshot displays the 'Parent's Info' modal in the Curacubby system. The modal contains the following fields and information:

- First Name:** Cole
- Last Name:** Thomson
- Mobile #:** 555-555-5555
- Email:** no-account+paris@curacubby.com (highlighted with a pink box)
- PIN:** A 4-digit field with a note: "(note: This is a 4 digit number the user enters to access Curacubby)"
- Notes:** An empty text area.
- Tag list:** An empty list box.
- Address:** A section with a "Street Address" field.

The background interface shows the 'Demo Preschool' dashboard with a sidebar menu containing: Overview, Parents, Students, Invoices, Applicants, Reach Out, and Settings. The Settings menu is expanded to show: School, Financials, Programs, Forms Editor, File Upload, Message Templates, and Accounting. The top right of the dashboard shows a user profile for 'Welcome, Navellier Colle...' and a 'Help' button at the bottom right.



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Scroll down and click **Update User**

The screenshot displays the 'Demo Preschool' parent profile editing interface. On the left, a sidebar lists navigation options: Overview, Parents, Students, Invoices, Applicants, Reach Out, and Settings. The main content area is titled 'Parent Profile' and includes sections for Notes, Tag list, Address (with fields for Street Address, City, State, and Zip Code), and a 'set password (optional)' toggle. A pink box highlights the 'Update User' button at the bottom of the form. The right sidebar shows a 'Welcome, Navellier Colle...' header and a 'Help' button at the bottom.



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That's it. You're done.

Demo Preschool Welcome, Navellier Colle...

Home > Parents > Thomson Cole

Parents » Thomson Cole

Profile | Students | Invoices | Statement | Forms

Thomson Cole

[Edit User](#) [Reset User's Password](#) [Delete User](#)

Email:	cole.thomson@gmail.com	Notify for:	<input checked="" type="checkbox"/> Invoices	<input checked="" type="checkbox"/> Reach Out
Mobile #:	555-555-5555	Notify for:	<input type="checkbox"/> Invoices	<input checked="" type="checkbox"/> Reach Out
Address:	-			
City:	-			
Country:	-			
Joined:	2017/03/23			
Last Sign In:	-			
Notes:				

[Help](#)