

Your Parent View account is now more useful than ever! weCare@School has been added to the FCPS 24-7 Learning Parent View. weCare@School will give you the opportunity to view your child(ren)'s emergency care information and make any necessary changes online.

This means:

- Reduced paperwork at the beginning of the school year if none of your child(ren)'s emergency care information has changed.
- Updating contact and physician information for one child can update the records for all of your children. No more duplicate forms.

## Get Started

1. Log on to your FCPS 24-7 Parent View Account.

2. In the weCare@School module, click on **Click here**.



3. A list of your children will appear.

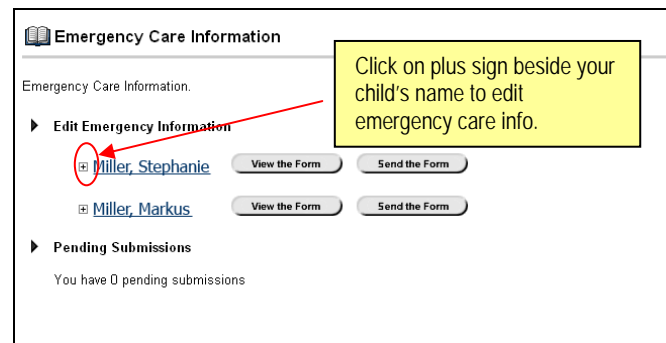
Click on **View the Form** to see the information that is currently on file on your child's emergency care card at school.

### Edit Emergency Information

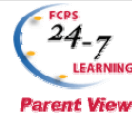
- Click on the plus sign beside your child's name to edit emergency care information.

OR

- Click on your child's name to view birth date and basic school information. Click on Continue to edit emergency care information.



# FCPS 24-7 Parent View Using weCare@School



4. Edit any field on this form by adding information to or changing any field.

You can also:

## Copy Updates to Other Children

- Make necessary changes to one child's record.
- Open the record for your next child. When you get to this screen, click on the drop down arrow next to **Copy Information from** and select the first child's name.

## Delete a Contact

- Check the **Delete Contact** checkbox
- Click on the **Delete Contact** button at the bottom of the screen.

## Add a Contact

- Click on the **Add Contact** button and complete the fields that appear for the new contact.
- Click on the **Add Contact** button at the bottom of the screen.

When you are ready to proceed, click on **save change**.

Parent/Guardian Contact Information

Copy information from: [Dropdown]

Last: [Miller] First: [Maxine] Middle: [ ]

Address: Number: [12345] Street: [Woodson Dr] Apt #: [ ] City: [Fairfax] State: [VA] ZipCode: [22032]

Telephone: Home: [703-555-1234] Work: [703-555-9876] Other: [703-555-0011]

Relationship: [Mother] Resides with:  Language: [ ] E-mail: [Maxine@none.com]

Delete Contact

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Last: [Miller] First: [Lloyd] Middle: [ ]

Address: Number: [12345] Street: [Woodson Dr] Apt #: [ ] City: [Fairfax] State: [VA] ZipCode: [22032]

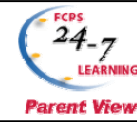
Telephone: Home: [703-555-1234] Work: [301-555-3456] Other: [ ]

Relationship: [Father] Resides with:  Language: [ ] E-mail: [Lloyd@none.com]

Delete Contact

Click Continue to move to the next section. Click Cancel to quit.

# FCPS 24-7 Parent View Using weCare@School



- Continue making necessary changes to contact information.

Notice the **Add Contact**, **Delete Contact** buttons. Also notice the **Copy Information From** options on this screen too.

When you are ready to proceed, click on **Continue**.

- Enter all information regarding your child's health.

When you are ready to proceed, click on **Continue**.

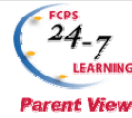
- Continue to enter information about your child's health issues.

Enter or edit information about your child's doctor and medical coverage.

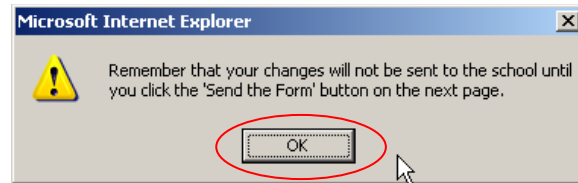
Notice that you can use the **Copy Information From** feature on the **Physician Information** section.

When you are ready to proceed, click on **Save Changes**.

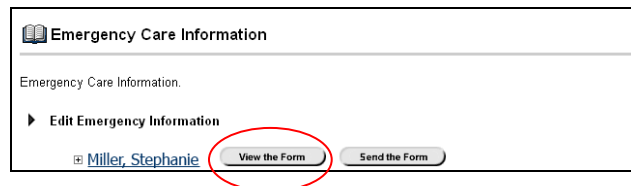
# FCPS 24-7 Parent View Using weCare@School



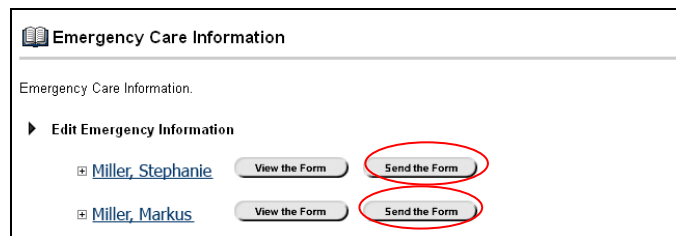
8. After you click on **Save Changes**, you will see this message. Read it and click on **OK**.



You can click on **View the Form** if you would like to review the changes you made.



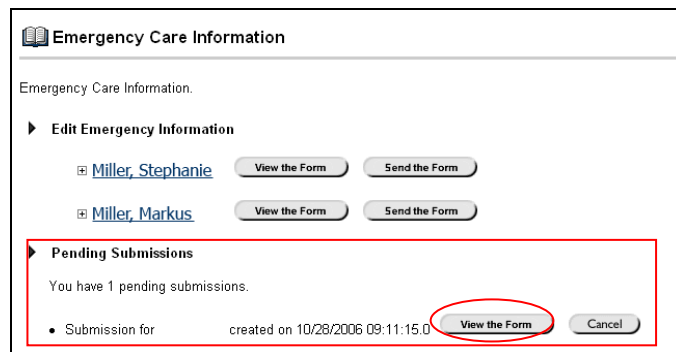
9. The information you entered or edited for your child will not be changed in the school records until you click on **Send the Form**. Click on this for each child whose record was edited.



10. After you click on **Send the Form**, you will see a pending submission for each form you sent. (In this case, one record was changed, so there is 1 pending submission.)

Once the school personnel view and approve the changes, they will accept them and your child's record will be updated with the information you supplied.

You can click on **View the Form** if you would like to review the changes you made.



# FCPS 24-7 Parent View Using weCare@School



11. To return to your FCPS 24-7 Parent View homepage, click on the **My FCPS Parent** tab.

