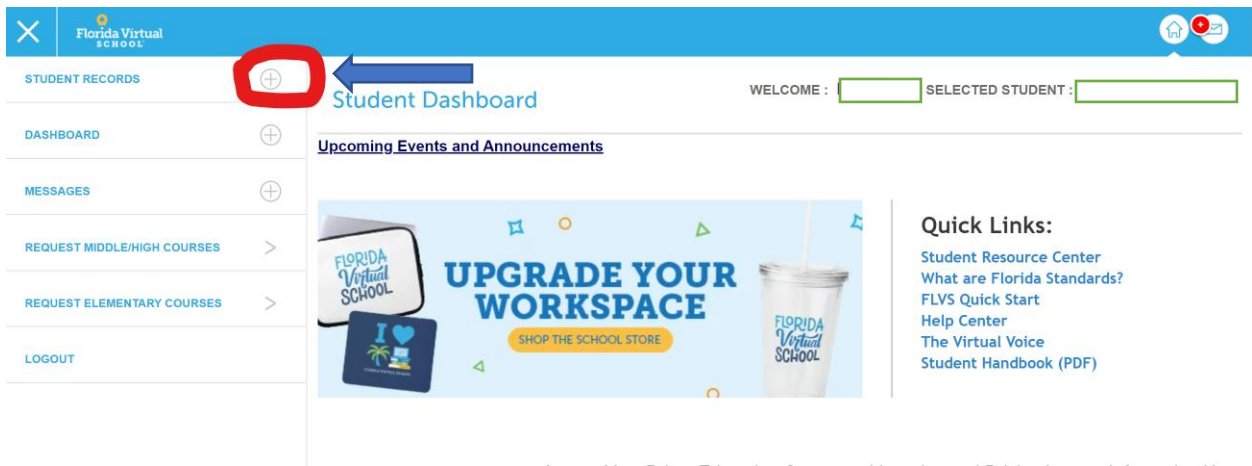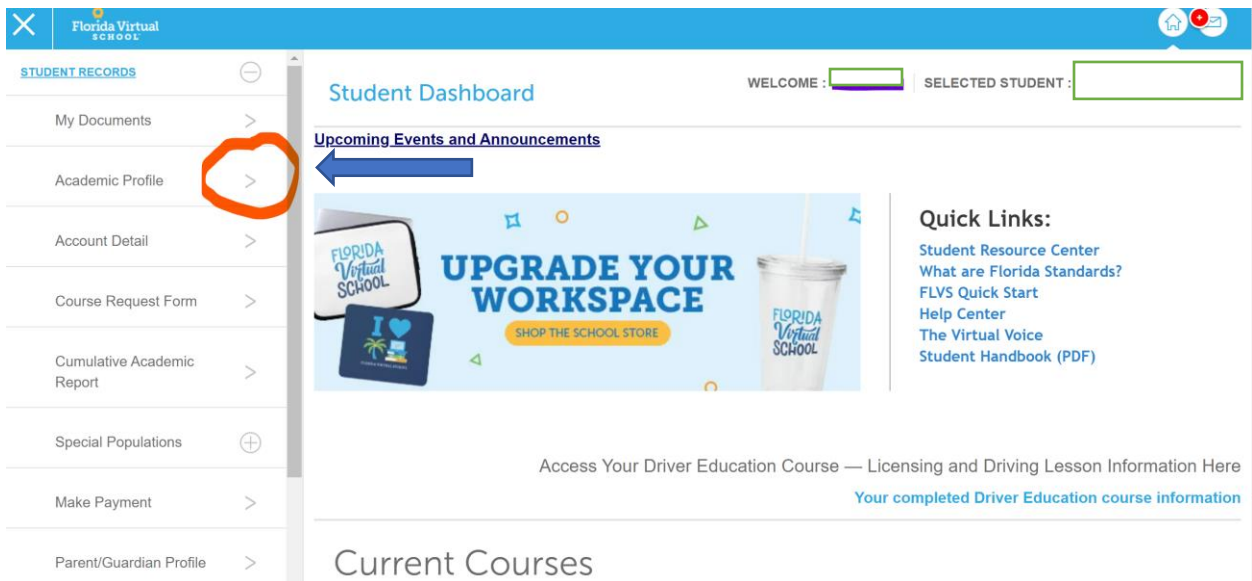# How to add or update your School Based Counselor

Once the student has logged in, start by clicking the menu bar at the top left corner.

Step 1 – Click Student Records

Step 2 – Click Academic Profile

How to add or update your School Based Counselor

Step 3 – Click the drop down under school counselor to change to the appropriate counselor

Finally, Click the save button at the bottom right of the page.