



- ◆ Updating Contact Information
- ◆ Updating Contact Preferences

Infinite Campus Parent Portal

Parents of students in grades K–12 have access to class schedules, attendance records and grades through the **Parent Portal**, an easy-to-use, secure communications tool for the district. Additionally, the Parent Portal enables parents to verify household information, including email, home address and telephone numbers.

Manage your contact information by selecting which phone number and/or emails we have for your and your family members.

Updating Contact Information

1. Click on the **More** Menu
2. Select **Family Information**
3. Click **Update** next to the Family Member whose contact information you wish to update.



Mouse Information

Help us stay connected by keeping your contact information current. Use the **Update** button below to change as needed.

Minne Mouse

Contact Information	
Phone	Email
No data	No data

Daisy Duck

4. Make the desired changes

Update Contact: **Minne Mouse**

Cell Phone
() - - X

Work Phone
() - - X

Other Phone
() - - X

Email Address
user@example.com

Secondary Email Address
user@example.com

Update Cancel

5. Click **Update**

When phone and email changes are made, an email notification acknowledging the change is sent to the individual, alerting them to changes they may not have made.



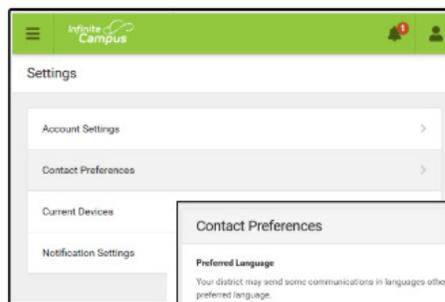
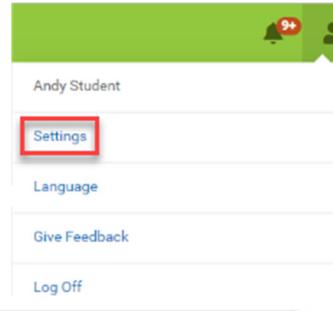
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Infinite Campus Parent Portal

Updating Contact Preferences

Manage your contact preference by selecting the desired language, when you receive message, and how you receive that message (phone call, email, or text message).

1. Click on the **User Menu**
2. Select **Settings**
3. Select **Contact Preference**
4. Mark your desired Messenger Preferences
5. Click **Save**



Contact Preferences

Preferred Language
Your district may send some communications in languages other than English. If you prefer to be contacted in a different language, please specify your preferred language.

US English

Message Preferences
For each notification type, select how you prefer to receive messages by checking Voice, Text (SMS), or Email.
If the Text (SMS) option is enabled, message and data rates may apply. Charges are dependent on your service plan, which may include fees from your carrier to send and receive text messages. To opt out, uncheck the Text (SMS) box at any time.

Phone | Email

	VOICE	TEXT (SMS)
HOME PHONE: HOUSEHOLD PHONE		
Priority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teacher	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Food Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CELL PHONE: HOUSEHOLD PHONE		
Priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Teacher	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Food Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

