


# APS CAMPUS PORTAL FOR PARENTS

## UPDATING YOUR HOUSEHOLD PHONE NUMBER

Parents/guardians can review and change the household phone number. Parents/guardians must log into their parent portal account via the internet. Please note that this feature is not available in the mobile application.

- Select the Household Information tab and your information should appear.
- Click the Update button below the Household Phone Number field. A pop-up window will appear.
- Enter the updated 10-digit household number (i.e., area code plus number).
- Enter any Comments related to the modified information.
- Click the Send Update button. A confirmation message will appear indicating the request has been sent.
- Click OK to return to the Household Information view.
- Refresh your screen by hitting F5 or the refresh button . The updated telephone number should appear.

Calendar	>
Schedule	>
Attendance	>
Grades	>
Reports	>
Demographics	>
Family	>
Messages	>
<b>Household Information</b>	>
Family Members	>
User Account	>
Account Management	>
Contact Preferences	>
Access Log	>



### Household Information

Household: Household, Mike & Carol

#### Household Phone Number

(612)555-1212

Update

#### Household Address

Primary Address  
4321 109th Ave NE  
Blaine, MN 55449  
Mailing: Yes

Campus Portal For Parents (CPP)

<https://ic.apsk12.org/portal>