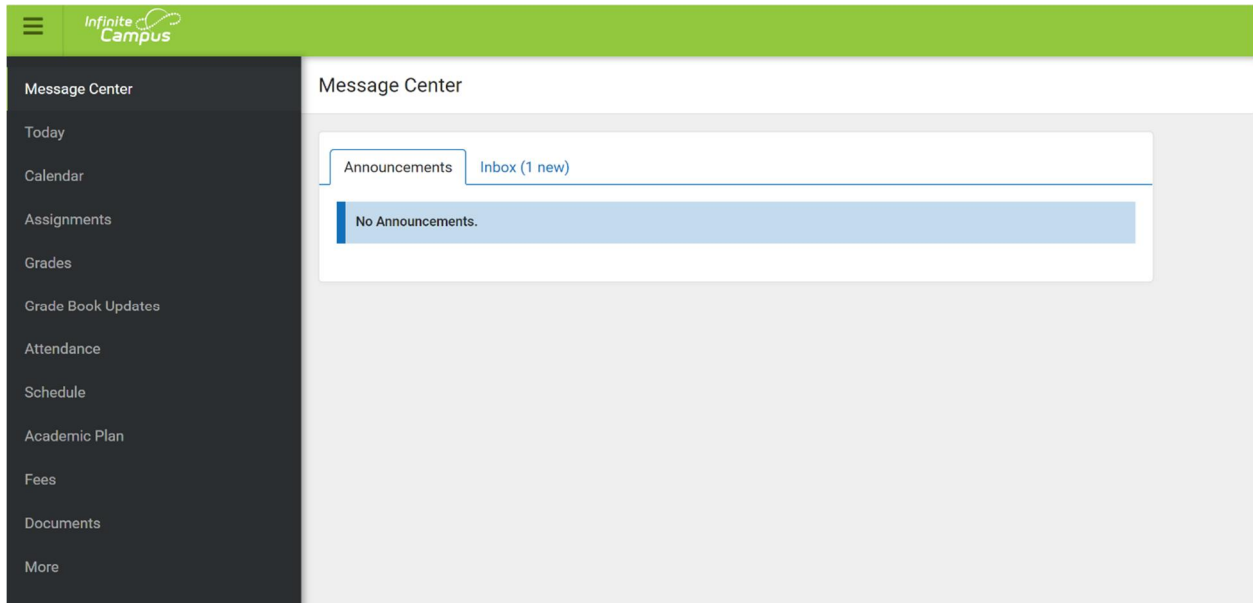
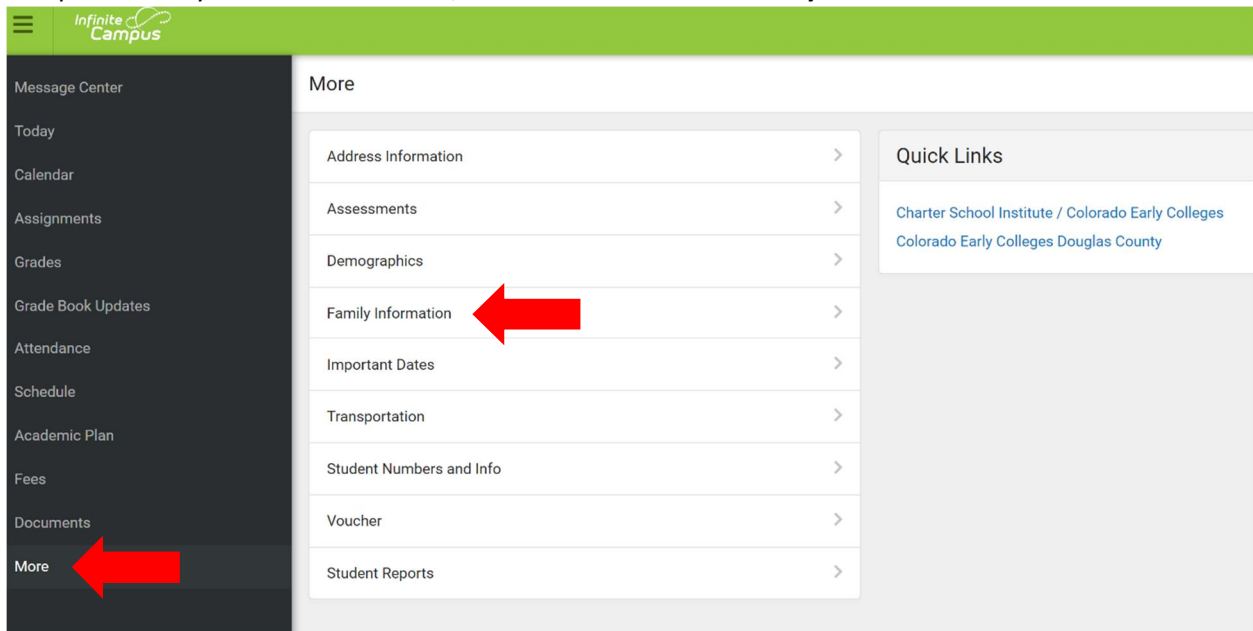


# How to Update Contact Information and Preferences in Infinite Campus Parent/ Student Portal

Log into your **portal**.



To update family contact information, select **MORE** and then **Family Information**



Choose the family member you wish to update. Under **CONTACT INFORMATION** select **UPDATE**.

Information

Requests for changes could take up to 10 school days to show in the portal.

Contact Information

Phone

Email

Update

Relationships

Relationship

Parent

Emergency Priority 1

Phone

Email

Update

Relationship

Parent

Emergency Priority 1

Phone

Email

Update

From here you will **select the the contact method you wish to update** and enter the current information. Select **UPDATE** at the bottom of the screen.

Update Contact:

Cell Phone

Work Phone

Other Phone

( ) - X

Email Address

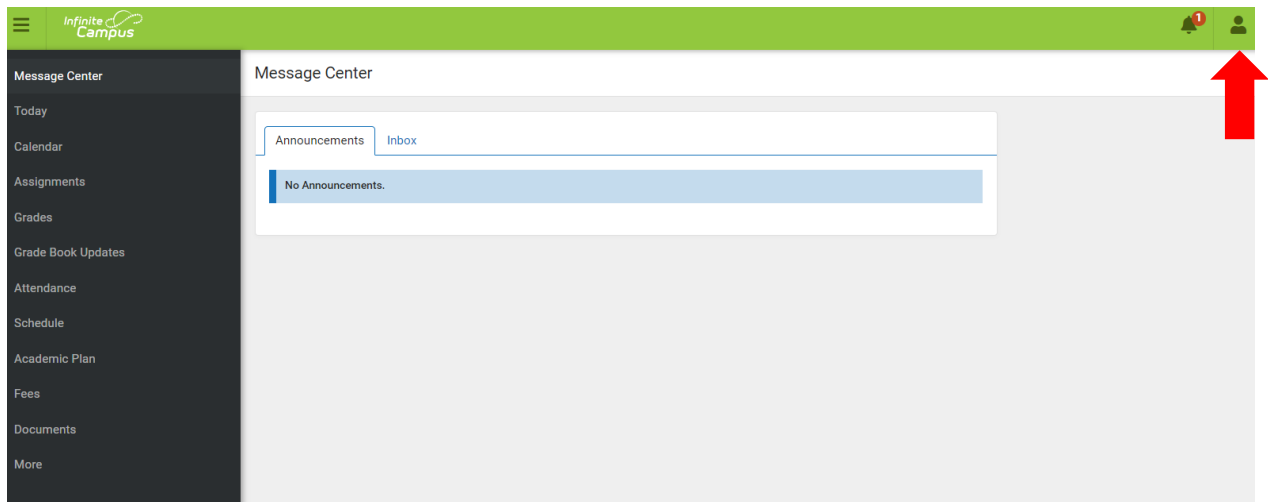
Secondary Email Address

Comments

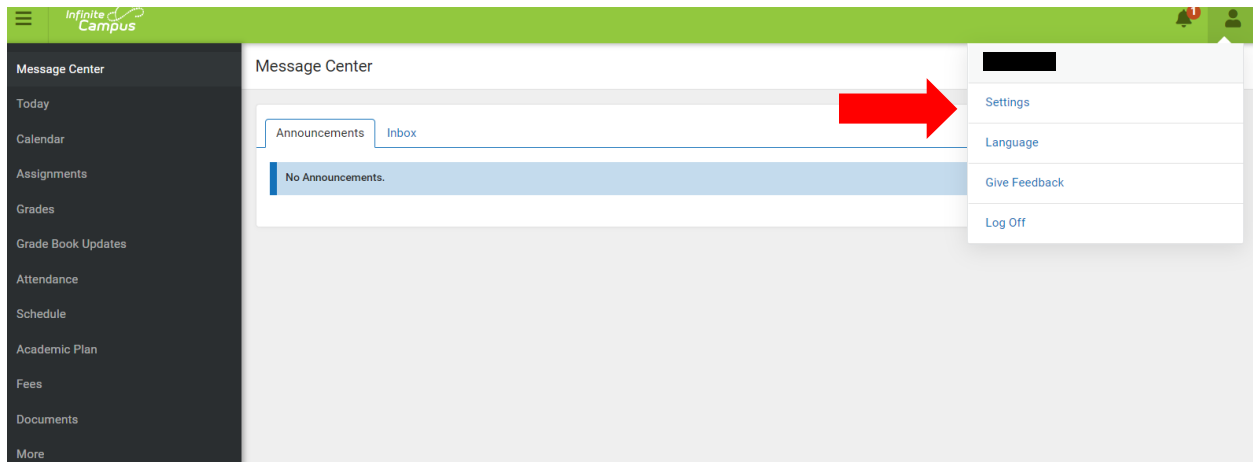
Update

Cancel

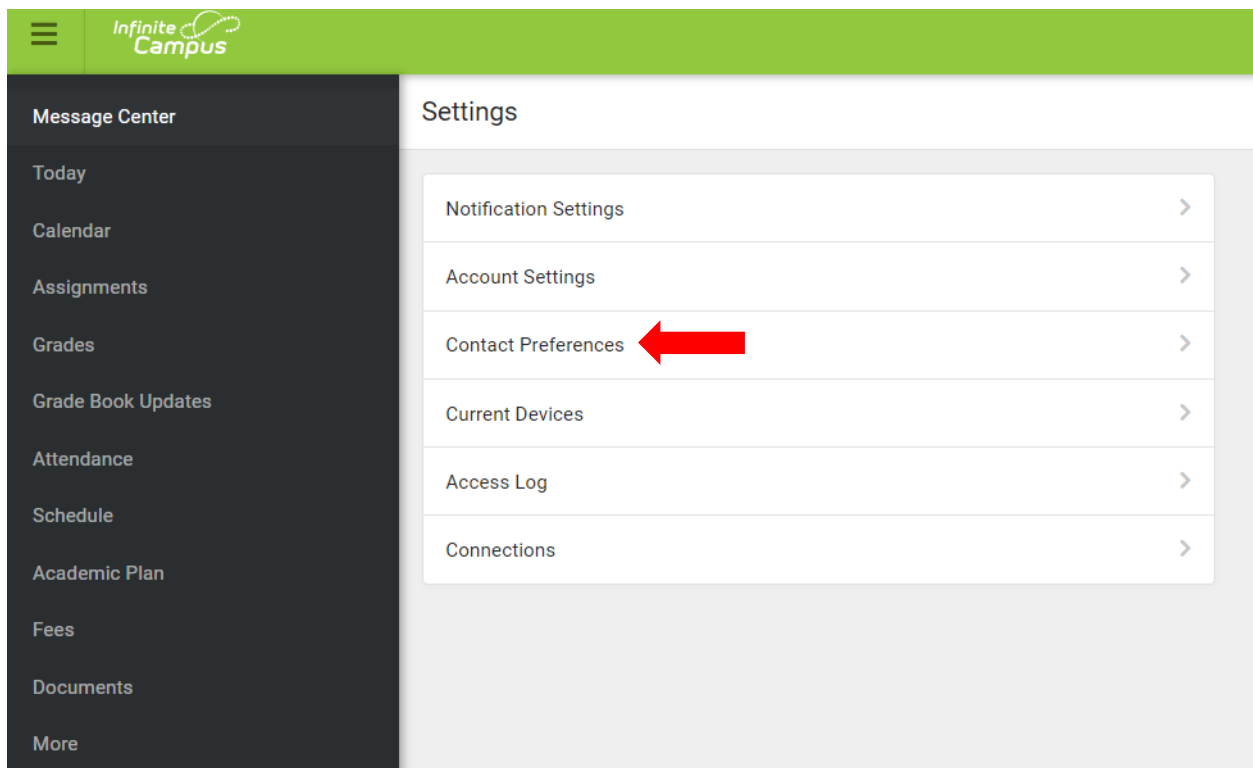
To update your contact preferences, select the **person in the top right corner of the screen**.



## Select Settings



## Select Contact Preferences



From this screen the user can update their language preference as well as message preferences for both phone and email. In this example, the user has chosen English as their language and has chosen to receive voice calls to the household phone for all occurrences and to receive text messages to the household phone for emergencies, general notifications, and emergency messages. The same options are chosen for the cell phone contacts. To update **check the boxes** that indicate how the user would like to receive notification. Select **Save**.

**Message Center**

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

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Documents

More

**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

MILES HOUSEHOLD PHONE	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

CELL PHONE	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save

Repeat these steps under the **email tab**. Select **Save**.

Infinite Campus

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Contact Preferences

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Phone

Email

PRIMARY EMAIL ADDRESS	EMAIL
	<input checked="" type="checkbox"/>
Priority	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>
Teacher	<input checked="" type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>

Save