Infinite Campus Parent Portal

Update Contact Information & Indicate Contact Preferences

It is important that the school has up-to-date information that can be used to distribute timely information to parents. Please verify that your contact information is correct and then indicate which types of messages should be directed to each phone or email address.

==**Step 1**: **Update your contact information.**==

1. Click on **Household Information** in the right-hand pane. If this information needs updating, click the **Update** button.

2. Click on **Family Members** in the right-hand pane. If this information needs updating, click the **Update** button.

==**Step 2**: **Select how you want to receive messages.**==

1. Click on **Contact Preferences** in the right-hand pane. Preferences may be set for the following types of messages.

    a. High Priority – Note that the district will send high priority messages to the household phone number as well as any other contact preference you select.

    b. Attendance – Note that the district will send attendance messages to the household phone number as well as any other contact preference you select..

    c. Behavior – At this time, the district does not send Behavior messages, so these preferences do not apply.

    d. General – Note that the district will send General messages to the household phone number as well as any other contact preference you set.