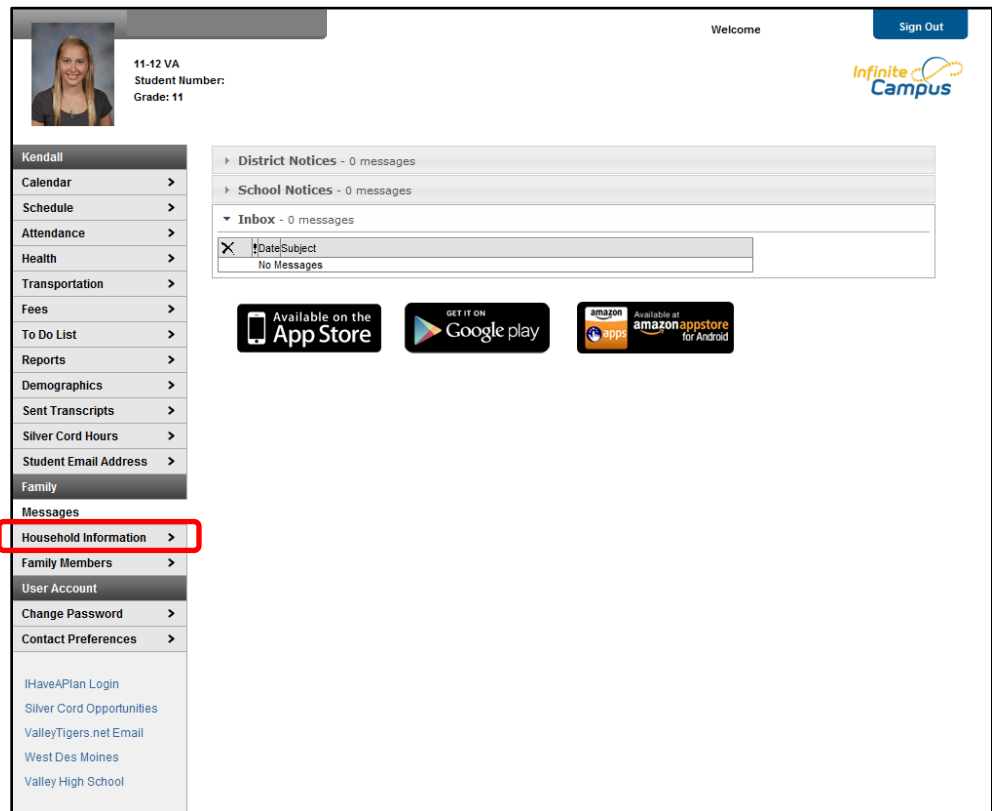


Infinite Campus – Changing Household and Personal Information in Portal

There is certain information portal users may change inside the Campus Portal of Infinite Campus. Some information will change immediately as soon as you submit the change, other information will need to be approved by a Campus administrator. Below is the various information you may change.

Changing Household Information

When you log into the Campus portal, this is the first screen you will see:



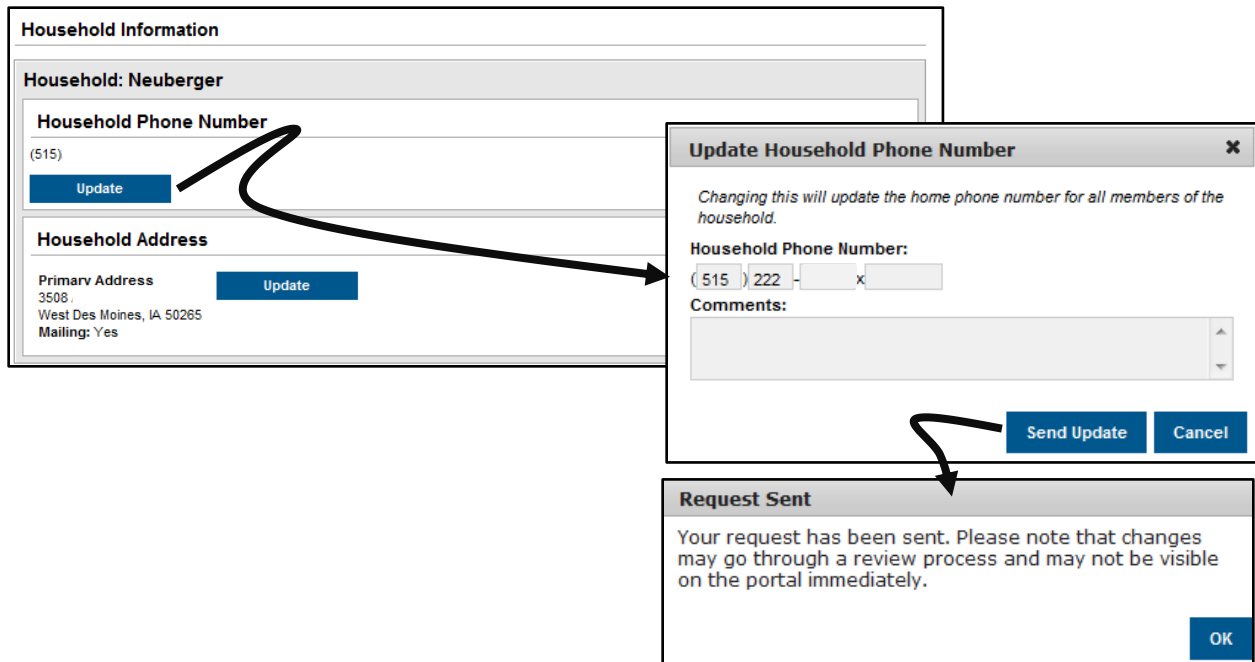
The screenshot shows the Infinite Campus portal interface. At the top right, there is a "Welcome" message and a "Sign Out" button. The user's profile information is displayed: "11-12 VA", "Student Number:", and "Grade: 11". The navigation menu on the left includes links for "Kendall", "Calendar", "Schedule", "Attendance", "Health", "Transportation", "Fees", "To Do List", "Reports", "Demographics", "Sent Transcripts", "Silver Cord Hours", "Student Email Address", "Family", "Messages", "Household Information", "Family Members", "User Account", "Change Password", and "Contact Preferences". The "Household Information" link is highlighted with a red box. Below the navigation menu, there are sections for "District Notices - 0 messages", "School Notices - 0 messages", and "Inbox - 0 messages". At the bottom, there are buttons for "Available on the App Store", "GET IT ON Google play", and "Available at amazon appstore for Android".

If you have changes to make to your household, click on the **Household Information** link in the *left-hand*

column to begin the process of making your changes. Any address change will need to be verified by the District Registrar and you will receive a confirmation message on your opening screen of Infinite Campus after it has been verified.

To change your Household Phone Number

1. Click on the **Update** button below the posted phone number.
2. Type in the new phone number.
3. Type in a comment, if appropriate.
4. Click on the **Send Update** button to submit.
5. You will be prompted with a **Request Sent** message. Click **OK** to close the message.



To change your Household Address

1. Click on the **Update** button next to your primary address.
2. Type in the new address. Those fields in ***red** are required.
3. Check if you want to have this as your mailing address, too.
4. Click to select whether you are changing your address because you're moving or if it was incorrect in the first place.
5. Type in a comment, if appropriate.
6. Click on the **Send Update** button to submit.
7. You will be prompted with a **Request Sent** message. Click **OK** to close the message.

Household Information

Household: Neuberger

Household Phone Number
(515)
Update

Household Address
Primary Address
3508
West Des Moines, IA 50265
Mailing: Yes
Update

Update Address

Update your address information, indicate what type of change you are making, and click Send Update.

P.O. Box: *** Number:** **Prefix:** **Street:** **Tag:** **Direction:** **Apt:**

*** City:** *** State:** *** Zip Code:** **County:**

Send mail to this address

Type of Change
Please select the reason for making this address change.

I am changing my address because I moved or will be moving.
Address Effective Date:

I am correcting my address information because it was incorrect.

Comments:

Send Update **Cancel**

Changing Personal Information

If you have changes to make for yourself or family members, click on the **Family Members** link in the *left-hand* column to begin the process of making your changes. Any change will need to be verified by the District Registrar and you will receive a confirmation message on your opening screen of Infinite Campus after it has been verified.

To change your cell phone, work phone or email address

1. Scroll to your information and then click on the **Update** button under the phone numbers.
2. Type in the new information. Those fields in ***red** are required, so be sure to confirm that they are correct.
3. Type in a comment, if appropriate.
4. Click on the **Send Update** button to submit.

- Calendar >
- Schedule >
- Attendance >
- Health >
- Transportation >
- Fees >
- To Do List >
- Reports >
- Demographics >
- Sent Transcripts >
- Silver Cord Hours >
- Student Email Address >
- Family**
- Messages
- Household Information >
- Family Members >**
- User Account
- Change Password >
- Contact Preferences >

Jackie B Neuberger

Cell Phone : (515)

Work Phone : (515)

Other Phone :

Email :

Update

Update Contact - Jackie B Neuberger

*** First Name:** Jackie

*** Last Name:** Neuberger

Middle Name: B

Suffix:

*** Gender:** Female

Email Address: neubergerj@wdmcs.org

Cell Phone : (515)

Work Phone : (515) 633 - 5071 x

Other Phone : ()

Comments:

Send Update **Cancel**

5. You will be prompted with a **Request Sent** message. Click **OK** to close the message.

To change a relationship

1. Click on the **Update** button next to the relationship you wish to change.

The screenshot shows a table titled "Jackie's Relationships" with columns: Name, Relationship with Jackie, Contact Order, and Guardian. The row for "Madoka Shimizu" has "No" in the Guardian column and an "Update" button. An arrow points from this button to a dialog box titled "Update Relationship". The dialog box contains a red asterisk and text: "Relationship between Jackie B Neuberger and Madoka Shimizu:". Below this is a dropdown menu for "Contact Order", a "Legal Guardian Relationship?" dropdown set to "No", and a "Comments:" text area. At the bottom are "Send Update" and "Cancel" buttons.

2. On the **Update Relationship** window, click the down arrow ▼ to view the various relationship combinations. Click to highlight the correct relationship. This field is in ***red**.
3. Type in a comment, if appropriate.
4. Click on the **Send Update** button to submit.
5. You will be prompted with a **Request Sent** message. Click **OK** to close the message.

Changing Contact Information

It is important to have up-to-date contact information in Infinite Campus. The district uses Campus Messenger to send emergency notifications, school closing announcements, attendance information and general school notifications.

If you have changes to make, click on the **Contact Preferences** link in the *left-hand* column to begin the process of making your changes. Changes will take place immediately when saved.

To change your contact preferences

1. Enter or update your existing email address in the **Email Address** box. Only one email address is allowed for each portal account. Please make sure the email address has been entered correctly.
2. Check the boxes to the right of the **phone number(s)** to indicate which type of messages should be directed to each phone number.
3. Check the boxes to the right of the **email address** to indicate which type of messages should be directed to the email address listed.
4. If you need to **change a phone number** that is listed you will need to change that under **Household Information** (instructions are on page 2)
5. Click on the **Save** button to submit.

Calendar	>
Schedule	>
Attendance	>
Health	>
Transportation	>
Fees	>
To Do List	>
Reports	>
Demographics	>
Sent Transcripts	>
Silver Cord Hours	>
Student Email Address	>
Family	
Messages	
Household Information	>
Family Members	>
User Account	
Change Password	>
Contact Preferences	>

Helpful Hint:

Check the **High Priority** box for all phones that SHOULD be called for weather notifications.

Message Contact Preferences

Email Address:

Instructions:

For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message. You may select to receive a message on more than one device. To change or add a phone number you will need to contact your school's administrative offices.

Please check the Text(SMS) check box if you would like to receive text messages sent by the school.

- If 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 these text (SMS) messages.
- To opt out uncheck the text (SMS) box anytime.
- For support contact your district.

	High Priority	Attendance	Behavior	General	Teacher	Text (SMS)
Household Phone (515)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone (515)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone (515)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email (neubergerj@wdmcs.org)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language

- Calendar >
- Schedule >
- Attendance >
- Health >
- Transportation >
- Fees >
- To Do List >
- Reports >
- Demographics >
- Sent Transcripts >
- Silver Cord Hours >
- Student Email Address >
- Family
- Messages
- Household Information >
- Family Members >
- User Account
- Change Password >**
- Contact Preferences >

Changing Password

If you would like to change your password, click on the **Change Password** link in the *left-hand* column to begin the process. Change will take place immediately when saved.

Change Account Password

Old Password

New Password

Verify New Password

1. Type your current password in the **Old Password** field.
2. Type your new password in the **New Password** field.
3. Retype your new password in the **Verify New Password** field.
4. Click the **Change Password** button to submit.

If you forget your password, you will need to contact your student's school office to have your password reset.