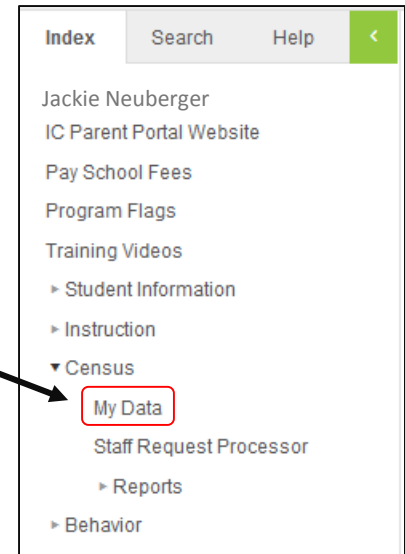
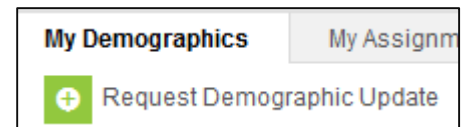


## Census ► My Data – Making Edits to Your Data

1. Log into Infinite Campus.
2. On the **Index** tab, click on **Census** to open it up.
3. Click on **My Data** to display your Demographics page.



4. Click on the **Request Demographic Update** link underneath the **My Demographics** tab. You are now able to edit your information. Please edit according to the helpful hints on the next page.



- Type a description for **Brief Description**.  
*Suggestion:* use today's date
- Bullet the option **I am adding or correcting my information**. **DO NOT** bullet if you're changing your name. You'll need to contact Jackie Neuberger if you're changing your name.

- Do **not** make any changes to **Last Name**, **First Name**, or **Gender**. Do not include your **Social Security** number, either. If you would like, you may include your birth date, however, it is not necessary.

- If you have a **nickname**, you may include it here.

- Do **not** change or add anything in the fields under **Person Identifiers**.

- Under **Personal Contact Information** is where you will make changes to the way you are contacted in case of emergencies, e.g., school cancellations. Please confirm or edit:  
**Other Phone** (may be left blank)  
**Work Phone** (please use your extension)  
**Cell Phone** (maybe left blank)  
**Email** (use your work email address)

My Demographics    My Assignments    My Employment    My Credentials    My House

Save Request

Demographic - New Record Request

Brief Description

\*Update Type

☐ I am adding or correcting my information.

☐ My legal name has changed.

Person Information

PersonID 45502

\*Last Name --Neuberger \*First Name Jackie Middle Name B Suffix

\*Gender Female Birth Date Birth Date Birth Date Soc Sec Number

Race/Ethnicity (Edit)

State Race/Ethnicity: Federal Designation: No Data

Race(s): Hispanic/Latino: No Data

Race/Ethnicity Determination:

Birth Country

Date Entered US Date Entered US School

Date Entered State School Birth Verification

Home Primary Language eng: English

Nickname

- Modified by: Unknown

Person Identifiers

Local Student Number Student State ID Local Staff Number 101111 Staff State ID Person GUID 3BF1E6F6-3584-4E06-9AE2-F55707E5B8C4

Generate Number

Personal Contact Information

Contact Information	Private	Delivery Device	Emergency	Attendance	Behavior	General	Priority	Teacher
Email: neubergerj@womco.org	<input type="checkbox"/>	Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Email:	<input type="checkbox"/>	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Neuberger Household: (515)222-1184	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: 515 238	<input checked="" type="checkbox"/>	Voice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Phone:	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone: 515 633 5071	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pager:	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Household phone preferences apply to all active members of this household.

Preferred Language en\_US: US English

- Modified by: Unknown 02/05/2014 08:59

- Under **Messenger Preferences**, indicate with ✓ checkmarks how you want to be contacted. The more checkmarks you place, the more you'll be contacted using the various options.  
  
You will want to place checkmarks in the **Emergency** column (this is what we use for school emergencies or closings) and in the **General** column (for general school announcements).  
  
If you are a parent in the school district, then **Attendance**, **Behavior**, and **Teacher** will apply to you. If you need to make changes to those, you may do so.

5. Once you're finished, click on **Save Request** at the top of your Infinite Campus Demographics tab.

Save Request