Adding Emergency Contacts to the Parent Portal

Infinite Campus Portal URL: https://mn.infinitecampus.com/campus/portal/stanthony.jsp

Why are Emergency Contacts Important?

- If there is an emergency at school with a child and we can not get in touch with parents/ guardians – we will call the emergency contacts listed in Infinite Campus.

- If the school must relocate and the reunification process has begun the **school will only release students to legal parents/ guardians and emergency contacts.**

How to add Emergency Contacts to the Campus/Parent Portal
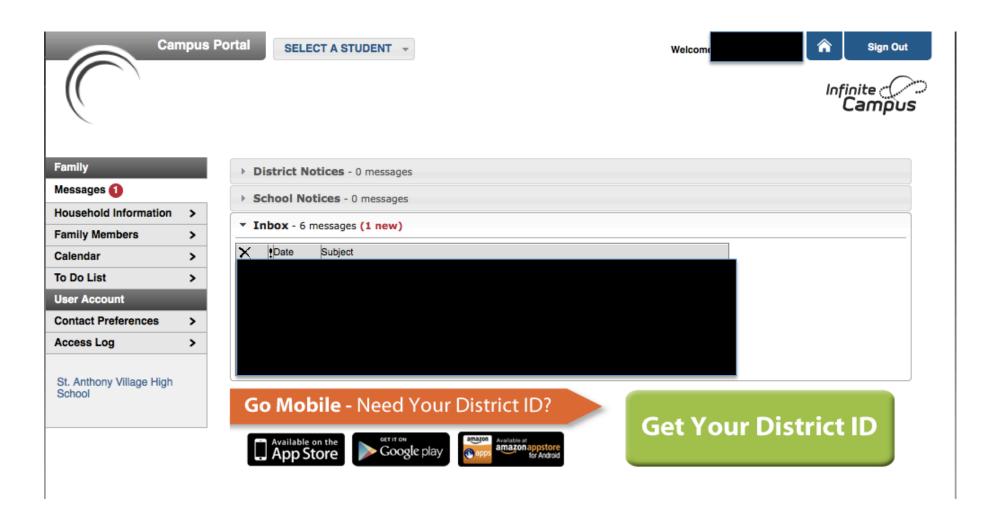
- Log in: https://mn.infinitecampus.com/campus/portal/stanthony.jsp
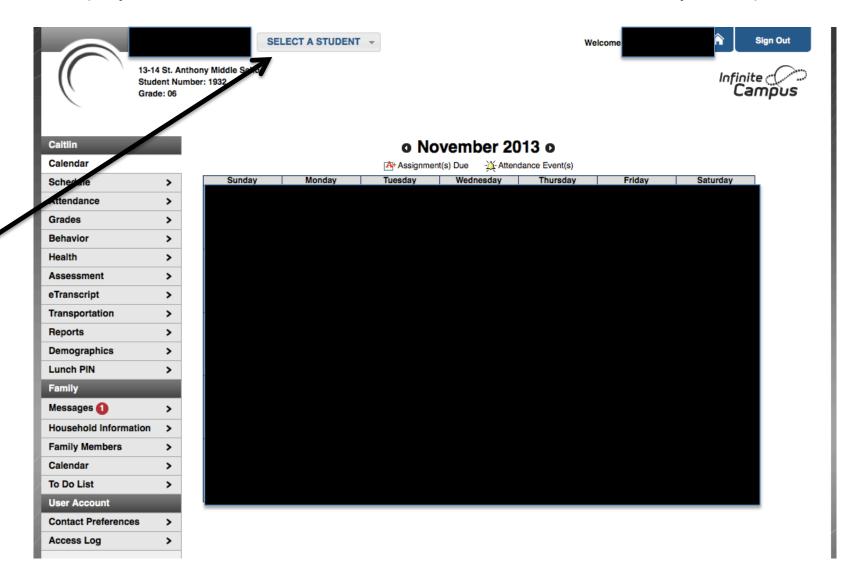
- Follow the steps listed on each slide.

- Questions or concerns please call/email your school's secretary.
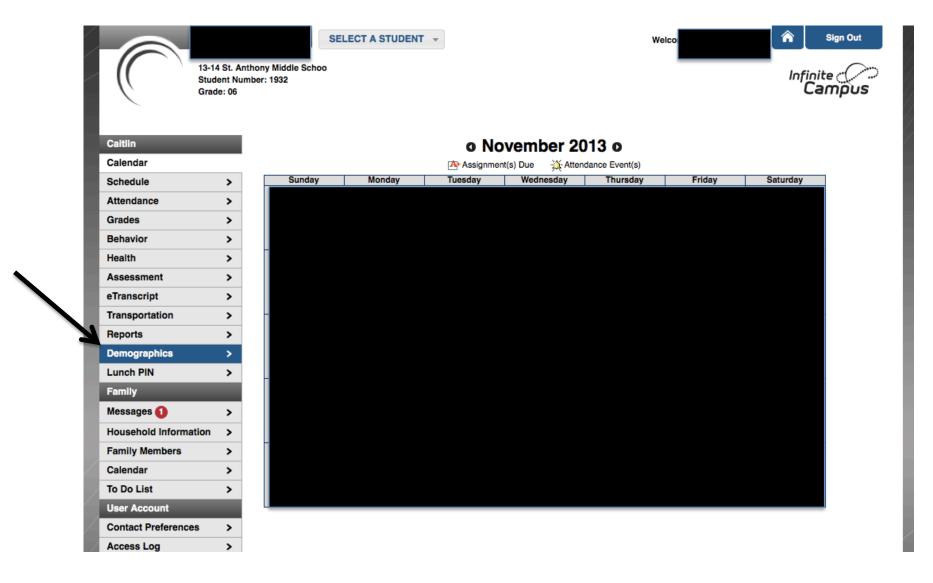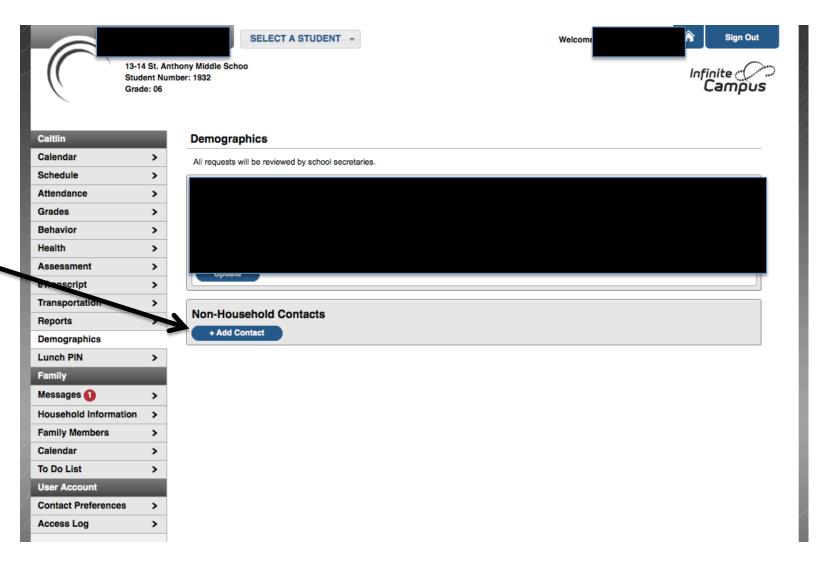
1. Log into the system

2. Select your Student
(if you have more than 1 student in the school system)

SELECT A STUDENT ▾

Welcome ███████

Sign Out

13-14 St. Anthony Middle School
Student Number: 1932
Grade: 06

Infinite Campus

Caitlin

Calendar

Schedule >

Attendance >

Grades >

Behavior >

Health >

Assessment >

eTranscript >

Transportation >

Reports >

Demographics >

Lunch PIN >

Family

Messages ❶ >

Household Information >

Family Members >

Calendar >

To Do List >

User Account

Contact Preferences >

Access Log >

◀ **November 2013** ▶

A+ Assignment(s) Due   ☼ Attendance Event(s)

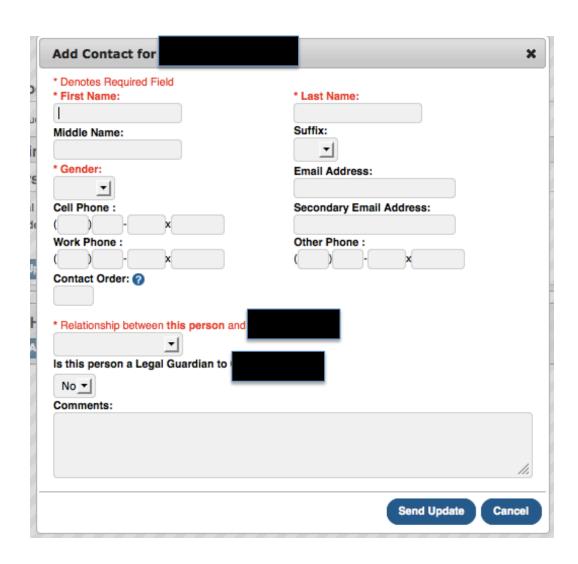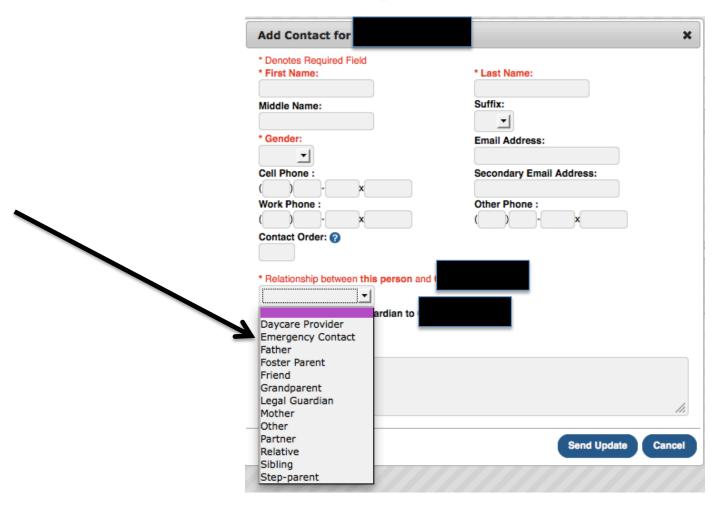| Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

3. Click on "Demographics"

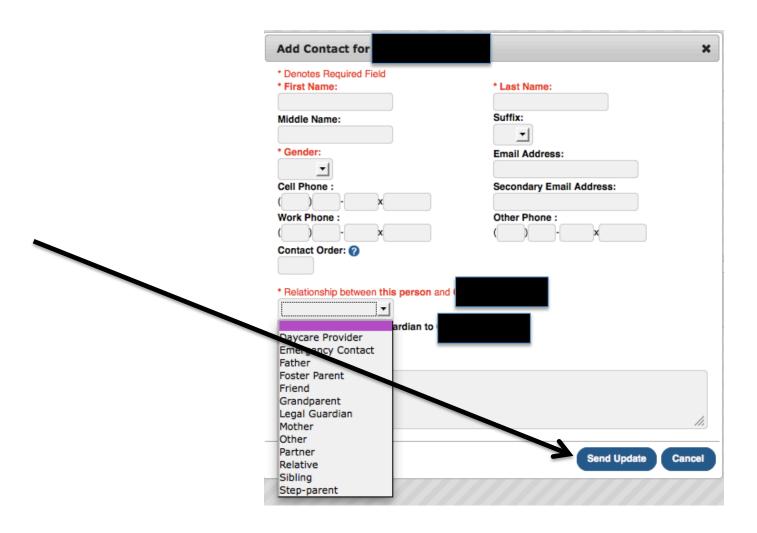# 4. Click on "+ Add Contact" under "Non-Household Contacts"

5. Fill in Information

6. Under "Relationship between this person and the Student," select "Emergency Contact."

7. Click "Send Update"

8. Wait for approval before change will occur.