

Faculty and Staff Instructions to Update MY DATA in Infinite Campus

This can be completed anywhere you have an Internet connection :at school or at home. Allow three business days for processing!!

Background:

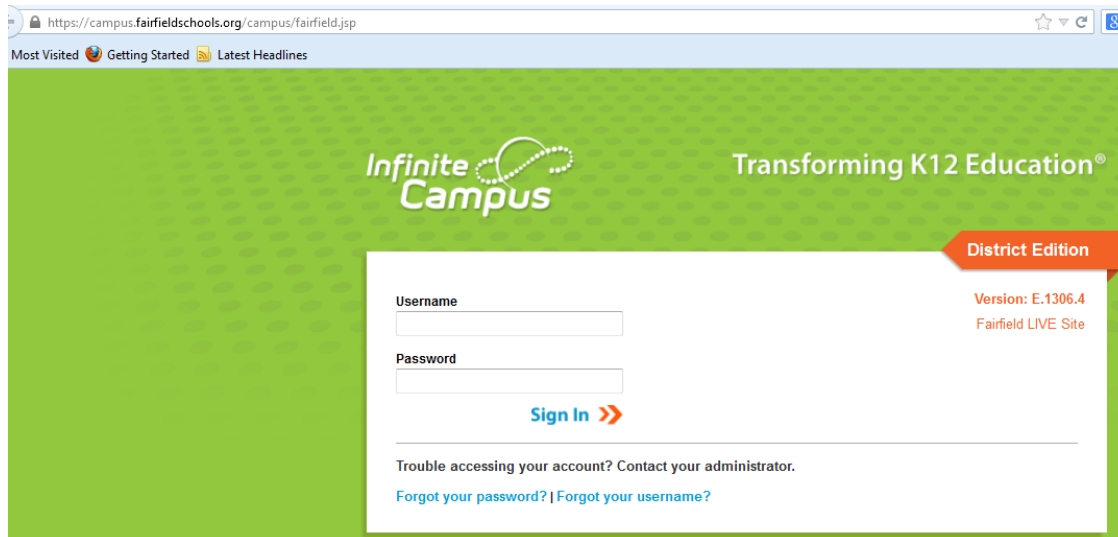
The district is using Infinite Campus to communicate to staff in emergencies. This replaces K12 Alerts. It is important that all faculty and staff update and keep current their personal contact information to insure you receive important district and school messages.

Creating/Updating your information:

It is imperative that everyone log in to Infinite Campus and update his/her contact information to insure you received voice, text and /or email notices from the district.

Please follow these steps:

- 1) Login to Infinite Campus via this web address: <https://fairfieldct.infinitecampus.org/campus/fairfield.jsp>
- 2) This will take you to the Infinite Campus Login Screen:



The screenshot shows a web browser window with the URL <https://campus.fairfieldschools.org/campus/fairfield.jsp>. The page features the Infinite Campus logo and the tagline "Transforming K12 Education®". A white login form is centered on a green background. The form includes fields for "Username" and "Password", a "Sign In >>" button, and links for "Forgot your password?" and "Forgot your username?". A red "District Edition" badge is visible in the top right corner of the form area, along with version information: "Version: E.1306.4" and "Fairfield LIVE Site".

Your Username and Password are the same as what you use to log in to computers at school.

If you have problems logging in, please put in a Kaseya ticket or email reghelp@fairfieldschools.org and one of the IT staff will assist you.

- 1) You will see a screen similar to that pictured below. There will be differences in the list on the left side of the screen depending on your permissions.
- 2) Click on the + sign next to the word "Census" to expand the menu

https://campus.fairfieldschools.org/campus/main.xsl

Most Visited Getting Started Latest Headlines

FAIRFIELD PUBLIC SCHOOLS
Infinite Campus

Year 12-13 School Fairfield Warde High School

Index Search Help

NANCY BYRNES

- Student Information
- Instruction
- Census
 - My Data
 - Staff Request Processor
 - People
 - Households
 - Addresses
 - Portal Request Process
 - Add Person
 - Add Household

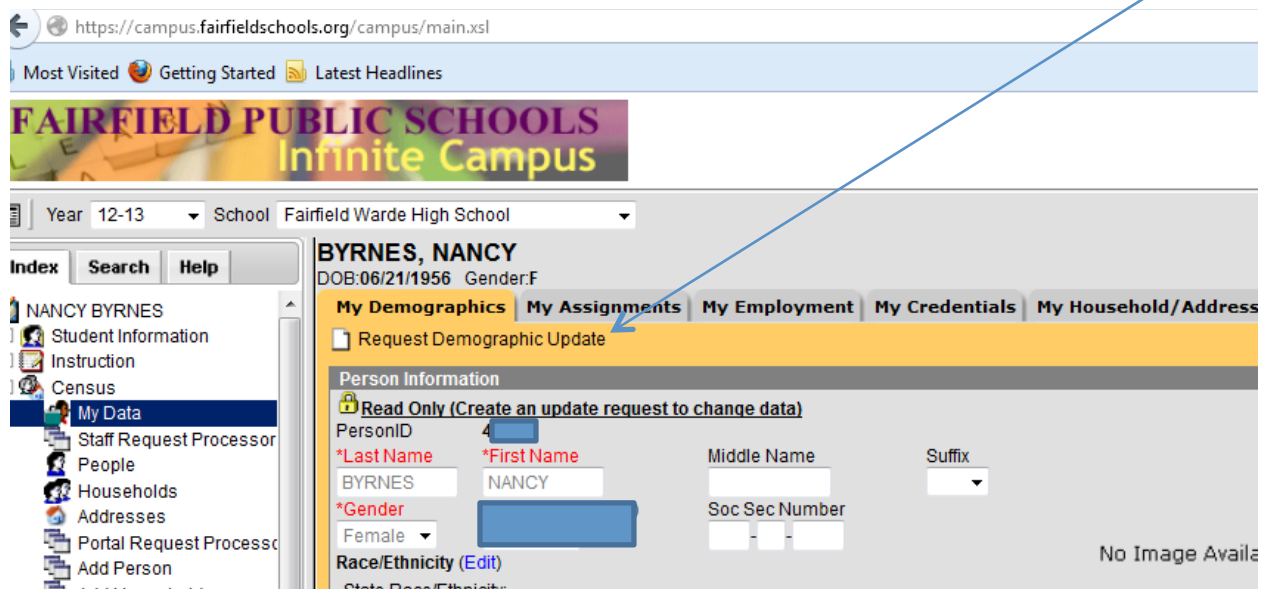
District Notices

- [07/10/2013]
Dear Students and Parents: Please note that the district has discontinued use of Edline. Please refer to the Infinite Campus portal for de
New school specific websites are under construction and will be available by the opening of school.
For access to student reading, math and AP assignment information, and general information about our district and schools, please refe
Thank you for your patience as we develop these communication tools!
- [07/10/2013]
To all staff: please note that Edline has been discontinued. To find short cuts to the web address for email please look under the box lat
www.fairfieldschools.org
thank you
IT Department

- 3) Click on "My Data"

4) A screen similar to the one below will appear with your demographic information. Please click on “Request for Demographic Update” to make changes to your contact information.

(You need only include your Gender, and your Personal Contact Information for purposes of district communication. Any other information you wish to include or update is entirely up to you. Please refrain from putting your Social Security number into the database.)



5) The screen will change asking you for an update type. Please select “ I am adding or correcting my information” (See sample below)
(You may not select to change your legal name through Infinite Campus, that must be done through Human Resources.)

The screenshot shows the Infinite Campus web interface. At the top, the browser address bar displays <https://campus.fairfieldschools.org/campus/main.xsl>. Below the navigation bar, a banner for 'FAIRFIELD PUBLIC SCHOOLS Infinite Campus' is visible. The user is logged in as Nancy Byrnes, with a dropdown menu for 'Year' set to '12-13' and 'School' set to 'Fairfield Warde High School'. The main content area is titled 'BYRNES, NANCY' and includes a 'Save Request' button. The 'Demographic - New Record Request' form is active, showing a 'Brief Description' field and an '*Update Type' section with two radio button options: 'I am adding or correcting my information.' (selected) and 'My legal name has changed.'. Below this is the 'Person Information' section with fields for 'PersonID' (49914), '*Last Name' (BYRNES), '*First Name' (NANCY), 'Middle Name', and 'Suffix'. A blue arrow points from the text above to the selected radio button.

6) Scroll Down to the area labeled “Personal Contact Information”

BYRNES, NANCY
 DOB:06/21/1956 Gender:F

My Demographics | My Assignments | My Employment | My Credentials | My Household/Address | My Co

Save Request

Staff State ID
 Person GUID: AB703B46-1F46-4D1A-95F8-3DECCC0DA658

Personal Contact Information

Contact Information	Private	Delivery Device	Messenger Preferences Contact Reasons					
			Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
Email: nancybyrnes@[redacted]	<input type="checkbox"/>	Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secondary Email: nbyrnes@fairfieldschools.org	<input type="checkbox"/>	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: (203) [redacted] x [redacted]	<input checked="" type="checkbox"/>	Text(SMS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Phone: (203) [redacted] x [redacted]	<input type="checkbox"/>	Text(SMS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Phone:	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7) Complete the email, cell and other phone numbers you wish to be used to contact you in the case of emergency communication.

8) Next to the contact information you see the “Messenger Preferences Contact Reasons” Please insure that you check off the boxes that are under the “Emergency “ column . This says that you want to be contacted in that manner if there is an emergency message, such as a snow day or other delay, dismissal or closure.

In the example above (my personal email and cell numbers are redacted to protect my privacy) you can see that I’ve elected to be contacted via my personal email address, and my two cell phones for any emergency message.

You will also note there are other contact preference columns :attendance; behavior and teacher are reserved for those staff members who are parents or guardians of students attending Fairfield schools. As employees, please also check off the communication methods you wish for general notifications (events, newsletters, etc.) and priority notifications; which may be notices from your school principal or important reminders from a central office department).

Save your request by clicking on the “floppy disk” icon

- 9) When you have completed this section, please click on “save request” and your request will be forwarded for review and approval. It will take up to three business days to process your requests, so please plan accordingly. You will get a message in your “process in box” when your request has been approved. Your process inbox is located at the bottom of the splash screen when you first log in. To navigate to it , simply click on your name at the top of the Index , then scroll down to the bottom of the page.

The screenshot shows the Infinite Campus web application interface. At the top, there is a header with the school name "Fairfield Warde High School" and the year "12-13". Below this is a navigation menu with "Index", "Search", and "Help" options. The "Index" menu is expanded, showing a list of categories including "NANCY BYRNES", "Student Information", "Instruction", "Census", "My Data", "Staff Request Processor", "People", "Households", "Addresses", "Portal Request Processor", "Add Person", "Add Household", "Add Address", "Staff Locator", "Census Wizard", "Reports", "Behavior", "Health", "Attendance", "Scheduling", "Fees", "Grading & Standards", "Medicaid", "Programs", "Ad Hoc Reporting", "Transcripts", "User Communication", "Assessment", "System Administration", "FRAM", "Messenger", "Surveys", "CT State Reporting", "Account Settings", and "Access Log".

The main content area contains several paragraphs of text. The first paragraph discusses the school's fiftieth and one hundredth anniversaries. The second paragraph mentions a Fifth Grade promotion ceremony. The third paragraph announces staff changes, including Ms. Ettinger's retirement and Mrs. Paradis's departure. The fourth paragraph mentions a busy month for the user and their husband's wedding. The text ends with "Warmly, Eileen" and a bullet point for "03/04/2013 Roger Sherman Elementary School".

At the bottom of the page, there is a "Process Inbox" section. It includes a "Date Range" field, a "Display" dropdown menu set to "All Processes", and a "Find Messages" button. Below these are "Delete Selected Messages" and "Delete All Messages" buttons. A table lists the messages in the inbox:

<input type="checkbox"/>	<input type="checkbox"/>	Process	Name	Posted Date	Due Date
<input type="checkbox"/>	<input type="checkbox"/>	Combine Person Merge	Merge successfully combined in SE: AMY R GERMANO into AMY GERMANO	07/23/2013	
<input type="checkbox"/>	<input type="checkbox"/>	Self Service My Requests	approved	03/06/2013	

A blue arrow points to the "Self Service My Requests" message, which is marked as "approved".

- 10) If you have any questions or concerns, please put a Kaseya ticket in and we will respond.