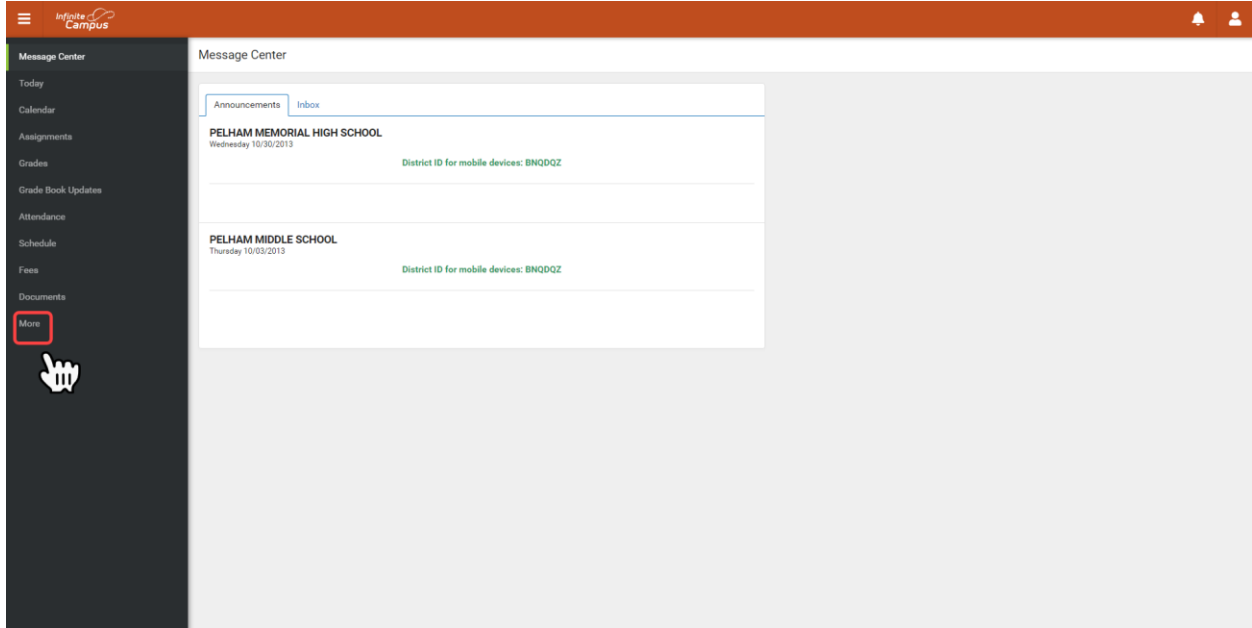


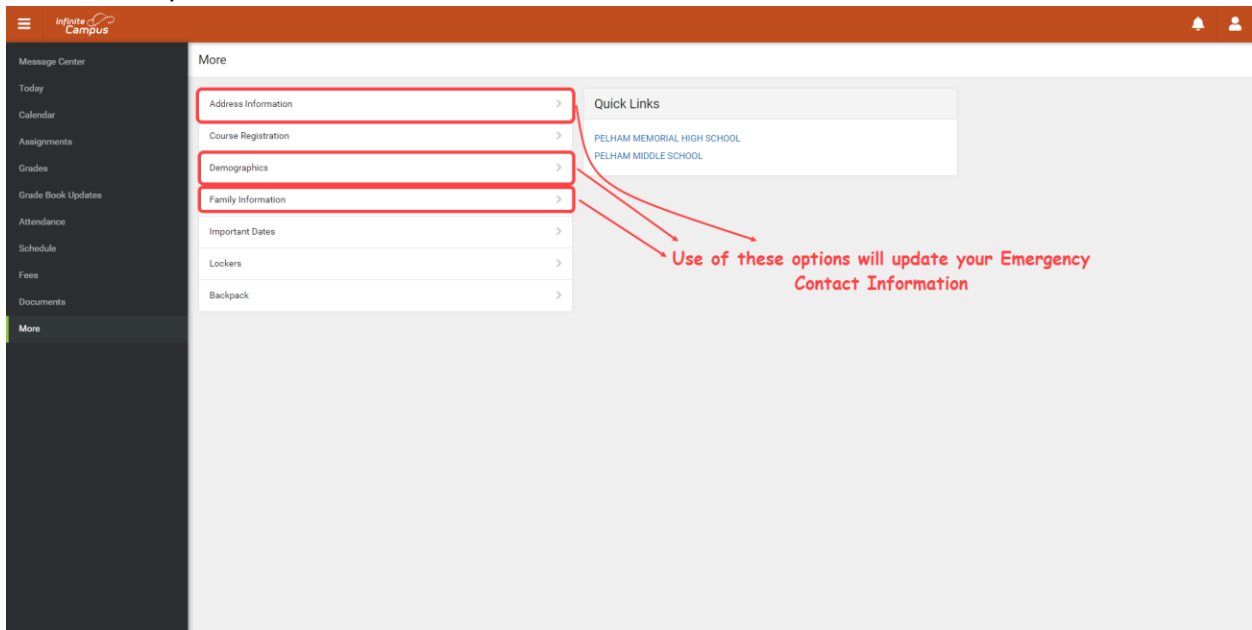
Campus Parent Portal Self-Service Updates

We have implemented a self-service feature within your Campus Parent portal that will allow you the ability to make any updates you wish to your emergency contact information. To access these new features, simply click on the <More> option in the left nav of your portal screen.

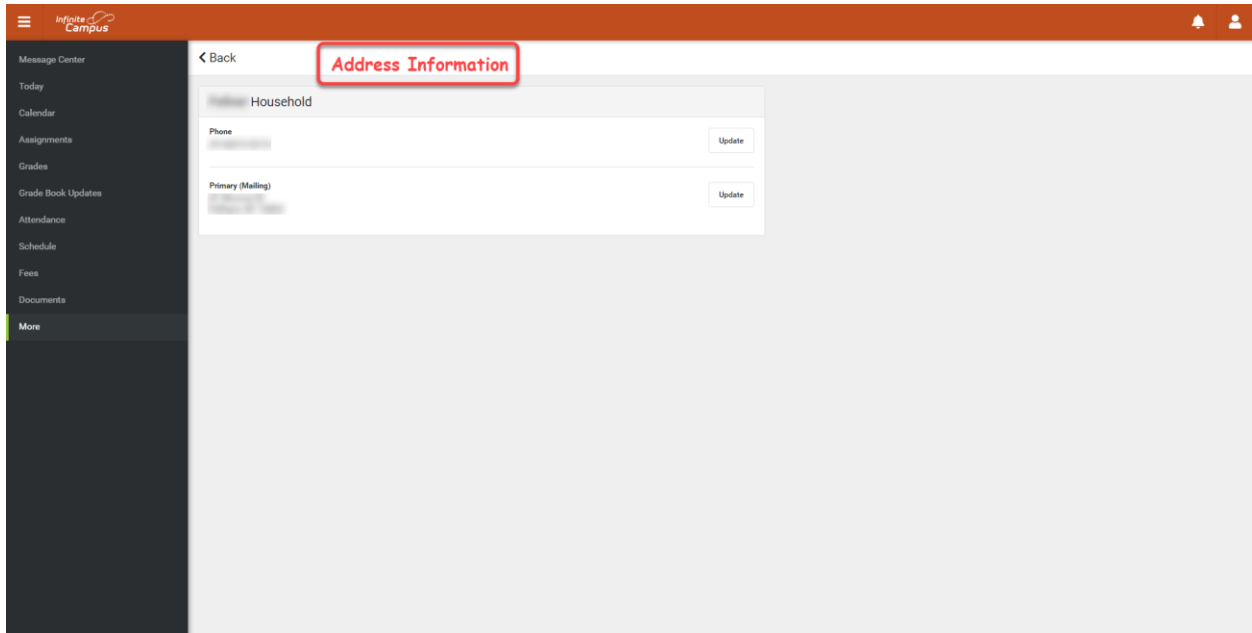


From here, you will see three (3) new options which will allow you to update your personal and contact information:

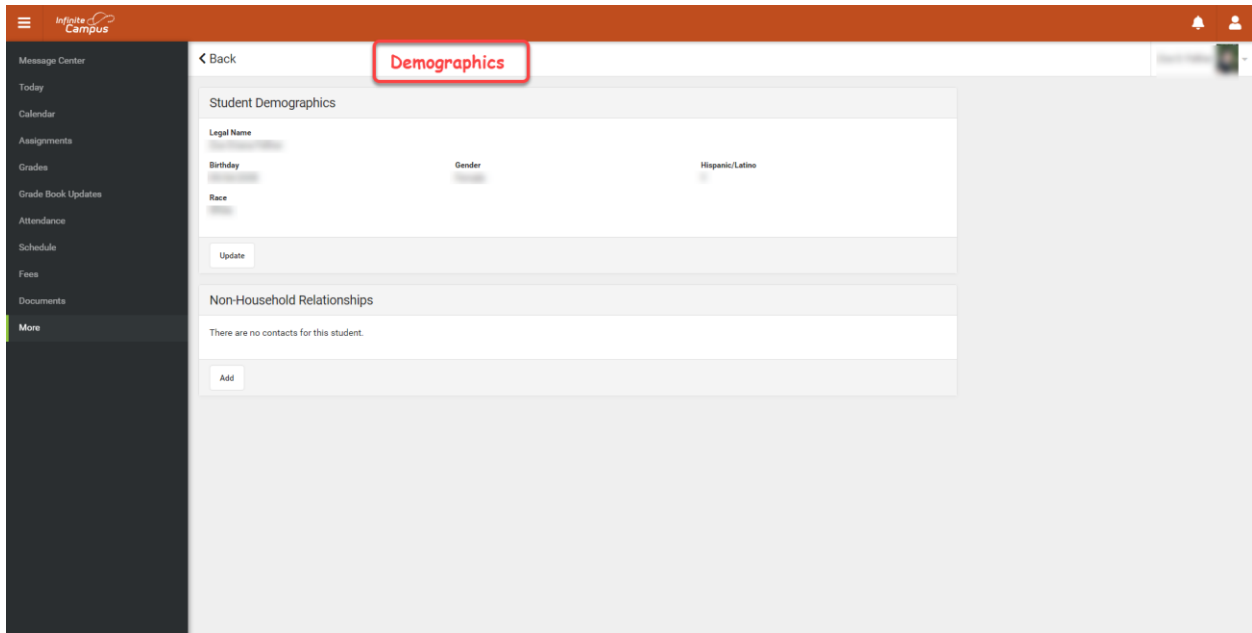
- Address Information
- Demographics
- Family Information



Within the Address Information screen you may change your phone number and/or Primary Mailing address.



Within the Demographics screen, you can also change your child's demographics information as well as add and/or change any non-household relationships such as a grandparent and/or caregiver.



Within the Family Information screen, you will be allowed to change your contact information. Please note that you will be able to change your child's email address, however, any changes submitted will be denied. All other changes will be reviewed and approved by our support team before it can be viewed on your portal screens.

The screenshot shows the 'Family Information' page in the Infolite Campus system. The page has a dark sidebar on the left with navigation options like 'Message Center', 'Today', 'Calendar', 'Assignments', 'Grades', 'Grade Book Updates', 'Attendance', 'Schedule', 'Fees', 'Documents', and 'More'. The main content area is titled 'Family Information' and contains the following text:

Please DO NOT change your child's email address.

A change to your child's email address will prevent your child from accessing their important information such as grades, class assignments, schedules, etc.

Submitting a change to your child's email address will be automatically denied.

Below this text is a 'Contact Information' section with a table for phone and email details, and an 'Update' button. There is also a 'Relationships' section with a table listing family members and their contact information.

Contact Information		
Phone	Email	
No data		<input type="button" value="Update"/>

Relationships		
Relationship	Phone	Email
Mother/Son	Cell: [redacted] Other: [redacted]	[redacted]
Emergency Priority 1		
Relationship	Phone	Email
Father/Son	Cell: [redacted]	[redacted]
Emergency Priority 2		
Relationship	Phone	Email
Brother/Sister	No data	[redacted]