

## Infinite Campus - Message Notification Settings for Parents

Dear Parents/Guardians of CGBSD Students,

Please use this information to assist you in setting up how you wish to receive school and/or district messages and notifications. The frequency and method in which you receive such messages is based upon how you set-up your contact preferences in Infinite Campus. Please follow these steps to reset or change your contact preferences:

Log-into Infinite Campus: [https://wicloud3.infinitecampus.org/campus/cedargrove\\_belgium.jsp](https://wicloud3.infinitecampus.org/campus/cedargrove_belgium.jsp)

On the left column, scroll down and click Contact Preferences

There are six message types provided: Emergency, Attendance, Behavior, General Notification, Priority Notification, and Teacher. Under each message type are options for you to check as to how you wish to receive that particular message type. If marking more than one checkbox under each message type, you will receive that particular message multiple times if the message is created to be delivered in multiple ways. For example, if checking household phone, cell phone, and email under General Notification, you will receive the same general notification message from the school who is sending it three times; one time for each way you selected how you wish to receive a General Notification message if the school created this particular message to be delivered via household phone, cell phone, and email.

If not checking any boxes, you will receive NO messages alerts.

### Description of Message Types

Message Type	Description
Emergency	High alert status information, typically delivered from the district office. You may want to consider checking a variety of ways to receive these type of messages to ensure you receive this kind of information in a timely fashion.
Attendance	Notification about absences. Delivered from school offices.
Behavior	Notification regarding your student's behavior. This feature is currently not activated.
General Notification	Most commonly used to inform about school related events, reminders, or information. Delivered from school offices.
Priority Notification	Important and timely information. Delivered from school offices or the district office.
Teacher	Teacher created messages. This message type is currently not activated.

\*If you have questions or need assistance, please contact your child's respective building office.