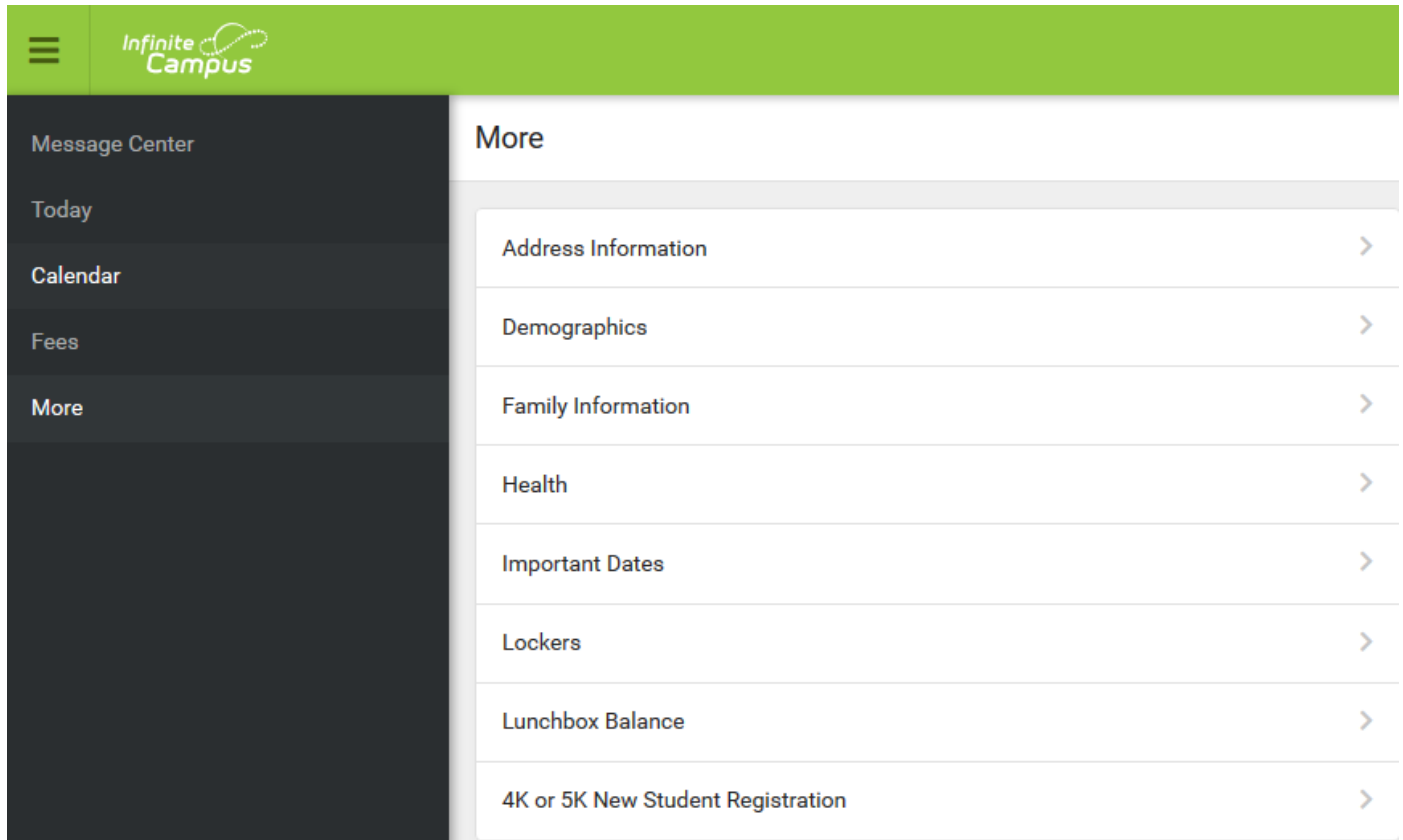


Updating and Verifying Parent Portal Information

Go to More



Update Family Information - More > Family Information

Verify Immunization Data – More > Health

Update Contact Preferences – User Menu > Settings > Contact Preferences

Manage your contact preference by selecting the desired language and when you receive a message, and how you receive that message (phone call, email, or text message). You may also modify your phone numbers and email addresses.

From the User Menu, select Settings, then select Contact Preferences. Review existing contact information (phone numbers and email addresses), enter any updates, and mark your desired Messenger Preferences. When phone and email changes are made, an email notification acknowledging the change is sent to the individual, alerting them to changes they may not have made. **Please see below regarding the requirement to opt-in to text messages.**

Infinite Campus

Settings

- Account Settings >
- Contact Preferences >
- Current Devices
- Notification Settings

User Menu

Contact Preferences

Cell Phone

Work Phone

Other Phone

Email Address

Secondary Email Address

Preferred Language
 Your district may send some communications in languages other than English. If you prefer to be contacted in a different language, please specify your preferred language.

Message Preferences
 For each notification type, select how you prefer to receive messages by checking Voice, Text (SMS), or Email.
 If the Text (SMS) option is enabled, message and data rates may apply. Charges are dependent on your service plan, which may include fees from your carrier to send and receive text messages. To opt out, uncheck the Text (SMS) box at any time.

Phone | **Email**

BACH (SMITH) HOUSEHOLD HOUSEHOLD PHONE (555)555-9876	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teacher	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Food Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CELL PHONE (555)555-1234	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Teacher	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Food Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Message Types are described below:

Emergency:	Critical events that require immediate attention (e.g. evacuation of a school)
Attendance:	Your school may or may not be sending messages regarding attendance at this time.
Behavior:	No messages regarding behavior are currently being sent by any DC Everest schools.
General Notification:	Low lunch account balance, and general school or district messages
Priority Notification:	Important events for immediate attention (e.g. school closure due to weather)
Teacher:	Teacher created messages

Some General Rules for Contact Information

- Make sure your email addresses and phone numbers are accurate. It is how we will contact you.
- Make sure there are **no duplicate email addresses or phone numbers**. You may be contacted multiple times if there are duplicates.

Enabling Text Messaging

If you selected “Text” above, you can receive Text Messages from the District. However, you must complete the following steps to receive text messages:

1. Text the word “**START**” to 91201.
2. You will receive a Shoutpoint message.
3. You should text “**YES**” to confirm that you want text messages from the district.

If you text the word START to 91201 and do not receive a response, you must call your carrier to see if **Premium Messaging** (short code) is blocked. If Premium Messaging is blocked, ask your carrier to unblock it so you can receive texts from the district.

Be aware that additional charges may apply to text messages. The District is not responsible for these charges.

