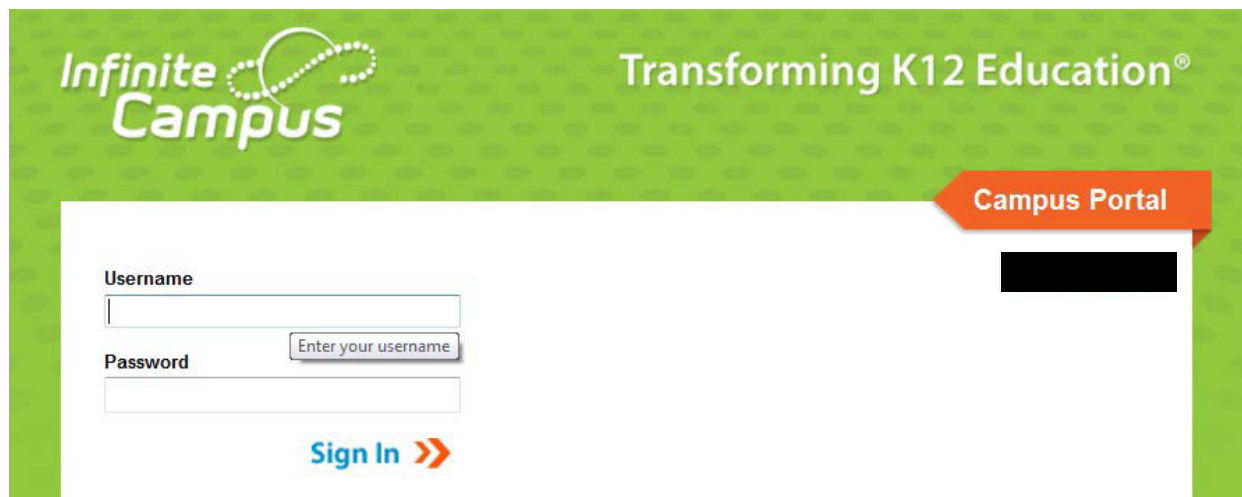


How to Update Emergency Contact Information in Infinite Campus

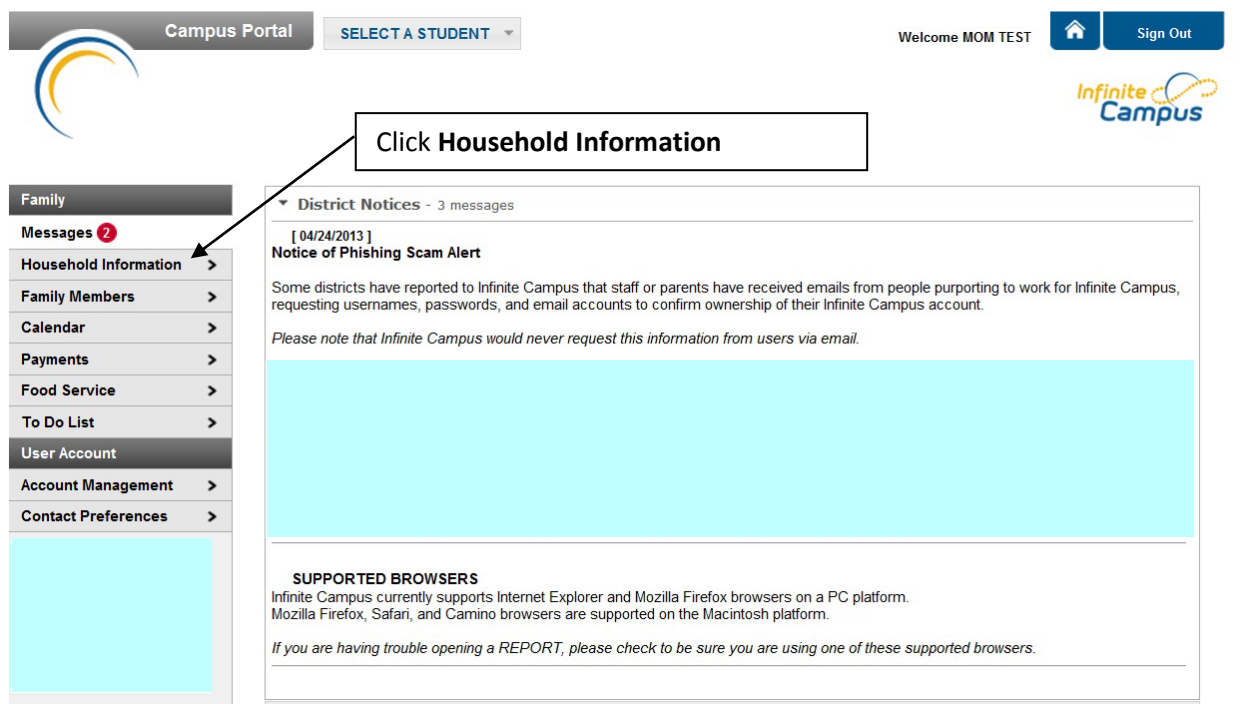
There are three steps to necessary update your Emergency contact Information in Infinite Campus:

First, go to the Campus Portal (<https://eastislip.esbores.org/campus/portal/eastislip.jsp>) and log in.



The image shows the Infinite Campus login page. At the top left is the Infinite Campus logo with the tagline "Transforming K12 Education®". On the right, there is an orange button labeled "Campus Portal". Below the logo, there is a login form with fields for "Username" and "Password". A small button labeled "Enter your username" is next to the password field. Below the password field is a "Sign In" button with a red double arrow icon.

Step 1. Click on **Household Information** to review and/or update your information.



The image shows the Infinite Campus user interface after login. At the top, there is a "Campus Portal" header with a "SELECT A STUDENT" dropdown. On the right, it says "Welcome MOM TEST" and has "Sign Out" and "Home" buttons. On the left, there is a sidebar menu with options: Family, Messages (2), Household Information (highlighted with a red arrow and a callout box saying "Click Household Information"), Family Members, Calendar, Payments, Food Service, To Do List, User Account, Account Management, and Contact Preferences. The main content area shows "District Notices - 3 messages" with a notice dated [04/24/2013] titled "Notice of Phishing Scam Alert". The notice text states: "Some districts have reported to Infinite Campus that staff or parents have received emails from people purporting to work for Infinite Campus, requesting usernames, passwords, and email accounts to confirm ownership of their Infinite Campus account. Please note that Infinite Campus would never request this information from users via email." Below the notice is a large light blue rectangular area. At the bottom, there is a section titled "SUPPORTED BROWSERS" which lists supported browsers for PC and Macintosh platforms.

Review your Household Information.

The screenshot shows the 'Campus Portal' interface. On the left is a navigation menu with options: Family, Messages (2), Household Information (selected), Family Members, Calendar, Payments, Food Service, To Do List, User Account, Account Management, and Contact Preferences. The main content area is titled 'Household Information'. It contains a section for 'Household: PORTAL TEST' with two sub-sections: 'Household Phone Number' and 'Household Address'. The 'Household Phone Number' section shows the number '(555)555-5555' and an 'Update' button. The 'Household Address' section shows 'Primary Address: 123 Test St, Perry, OH 44081-0000' and a 'Mailing: No' status, with an 'Update' button. A callout box with an arrow points to the 'Update' button for the phone number, containing the text: 'Click **Update** to request a change to your household phone number.'

Click on **Update** to request a change to your household phone number.

This screenshot shows the 'Update Household Phone Number' dialog box overlaid on the 'Household Information' page. The dialog box has a title bar with a close button (X). Inside, it contains the text: 'Changing this will update the home phone number for all members of the household.' Below this, there is a 'Household Phone Number:' label followed by a text input field containing '(555) 555 - 5555'. There is also a 'Comments:' label followed by a text area. At the bottom of the dialog are two buttons: 'Send Update' and 'Cancel'. A callout box with an arrow points to the 'Send Update' button, containing the text: 'Click **Send Update** to submit your changes.'

Your request will be sent to the central office for confirmation.

Step 2. Click **Family Members** to review and/or update the contact information and relationships of the members of your household.



Campus Portal

SELECT A STUDENT

Welcome MOM TEST

Sign Out

Infinite Campus

Family

Messages 2

Household Information

Family Members

Calendar

Payments

Food Service

To Do List

User Account

Account Management

Contact Preferences

District Notices - 3 messages

[04/24/2013]

Notice of Phishing Scam Alert

Some districts have reported to Infinite Campus that staff or parents have received emails from people purporting to work for Infinite Campus, requesting usernames, passwords, and email accounts to confirm ownership of their Infinite Campus account.

Please note that Infinite Campus would never request this information from users via email.

SUPPORTED BROWSERS

Infinite Campus currently supports Internet Explorer and Mozilla Firefox browsers on a PC platform. Mozilla Firefox, Safari, and Camino browsers are supported on the Macintosh platform.

If you are having trouble opening a REPORT, please check to be sure you are using one of these supported browsers.

Campus Portal - Windows Internet Explorer

https://ic.lgca.org/campus/portal/main.xsl?lang=en&securityKey=lxnJ00ZvcM0

Campus Portal

Campus Portal

SELECT A STUDENT

Welcome MOM TEST

Sign Out

Infinite Campus

Family

Messages 2

Household Information

Family Members

Calendar

Payments

Food Service

To Do List

User Account

Account Management

Contact Preferences

Family Members

Household: PORTAL TEST

MOM TEST

Cell Phone : (555)111-1111

Work Phone : (555)222-2222

Other Phone :

Email : testmom@123.com

Secondary Email :

Update

Click **Update** to request a change to this information.

MOM's Relationships

Name	Relationship with MOM	Contact Order	Guardian	
PLS TEST STUDENT	Mother/Daughter		Yes	Update
PHS 09 TEST STUDENT	Mother/Son	1	Yes	Update
PMS TESTSTUDENT	Mother/Daughter		Yes	Update
PES TEST STUDENT	Mother/Son		Yes	Update

PLS TEST STUDENT

Cell Phone :

Work Phone :

Other Phone :

Email :

Secondary Email :

Update

PLS's Relationships

Name	Relationship with PLS	Contact Order	Guardian	
PMS TESTSTUDENT			No	Update
PHS 09 TEST STUDENT			No	Update
MOM TEST	Mother/Daughter		Yes	Update
PES TEST STUDENT	Sibling		No	Update

Campus Portal

SELECT A STUDENT

Welcome MOM TEST

Family

Messages

Household Information

Family Members

Calendar

Payments

Food Service

To Do List

User Account

Account Management

Contact Preferences

Family Members

Household: 1

MOM TEST

Cell Phone

Work Phone

Other Phone

Update

MOM's Relationship

Name

PLS TEST

PHS 09 TEST

PMS TEST

PES TEST STUDENT

Update Contact - MOM TEST

* First Name:

MOM

* Last Name:

TEST

Middle Name:

Suffix:

* Gender:

Female

Email Address:

testmom@123.com

Cell Phone :

(555) 111 - 1111 x

Secondary Email Address:

Work Phone :

(555) 222 - 2222 x

Other Phone :

Comments:

Send Update

Cancel

testmom@123.com

Update

Update

Update

Update

Click **Send Update** to submit your changes.

PLS TEST STUDENT

Step 3. To review/update each student's demographics and emergency contact information, select a student from the drop-down menu.

The screenshot displays the Infinite Campus interface for a PES TEST STUDENT. The top navigation bar includes the student's name, a 'SELECT A STUDENT' dropdown menu, a 'Welcome MOM TEST' message, and a 'Sign Out' button. The left sidebar contains a menu with options like PES, Calendar, Schedule, Attendance, Grades, To Do List, Reports, Demographics, Family, Messages (2), Household Information, Family Members, Calendar, Payments, Food Service, To Do List, User Account, Account Management, and Contact Preferences. The main content area is titled 'Demographics' and shows a list of students. The selected student, 'PES TEST STUDENT', is shown with personal information: Legal Name: PES TEST STUDENT, Date of Birth: 01/01/2004, Gender: M, Hispanic/Latino: Y, Race(s): White. Below this is a section for 'Non-Household Contacts' with three entries: Dr. John Doe (Physician/Patient), Jane Doe (Dentist/Patient), and Maureen Kovach (Emergency Contact). Each contact entry has fields for Work Phone, Cell Phone, Other Phone, Email, Relationship with PES, Guardian, Contact Order, and Secondary Email. There are 'Update' and 'Remove' buttons for each contact. A '+ Add Contact' button is at the bottom. Two callout boxes provide instructions: 'You can Update or Remove contacts here.' pointing to the 'Update' and 'Remove' buttons, and 'You can add contacts here.' pointing to the '+ Add Contact' button.

PES TEST STUDENT

Student Number: 1231543
Grade: 03

SELECT A STUDENT

- PES TEST STUDENT
- PHS 09 TEST STUDENT
- PLS TEST STUDENT
- PMS TESTSTUDENT

Demographics

PES TEST STUDENT

Personal Information

Legal Name: PES TEST STUDENT Date of Birth: 01/01/2004
Gender: M Hispanic/Latino: Y
Race(s): White

Update

Non-Household Contacts

Dr. John Doe

Work Phone : (555)555-5555 Relationship with PES: Physician/Patient
Cell Phone : Guardian: No
Other Phone : Contact Order:
Email : Secondary Email :

Update **Remove**

Jane Doe

Work Phone : Relationship with PES: Dentist/Patient
Cell Phone : Guardian: No
Other Phone : Contact Order:
Email : Secondary Email :

Update **Remove**

Maureen Kovach

Work Phone : Relationship with PES: Emergency Contact
Cell Phone : Guardian: No
Other Phone : Contact Order:
Email : Secondary Email :

Update **Remove**

+ Add Contact

You can Update or Remove contacts here.

You can add contacts here.

Click **Send Update** when you have completed your changes.