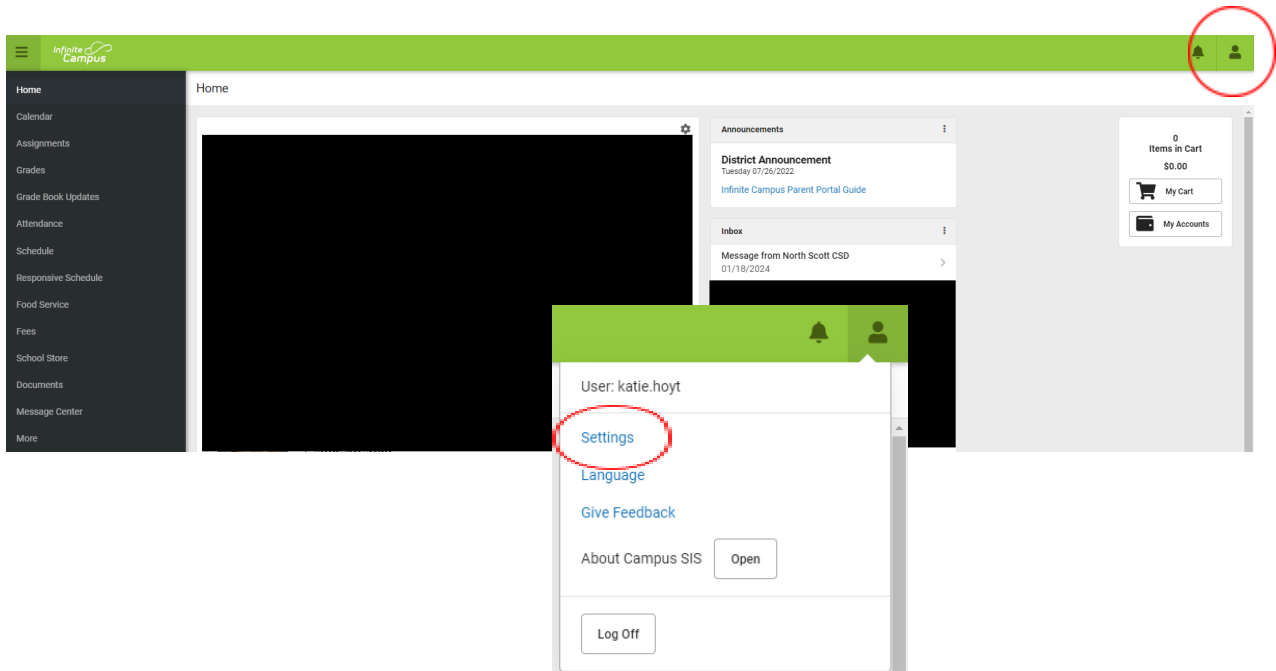
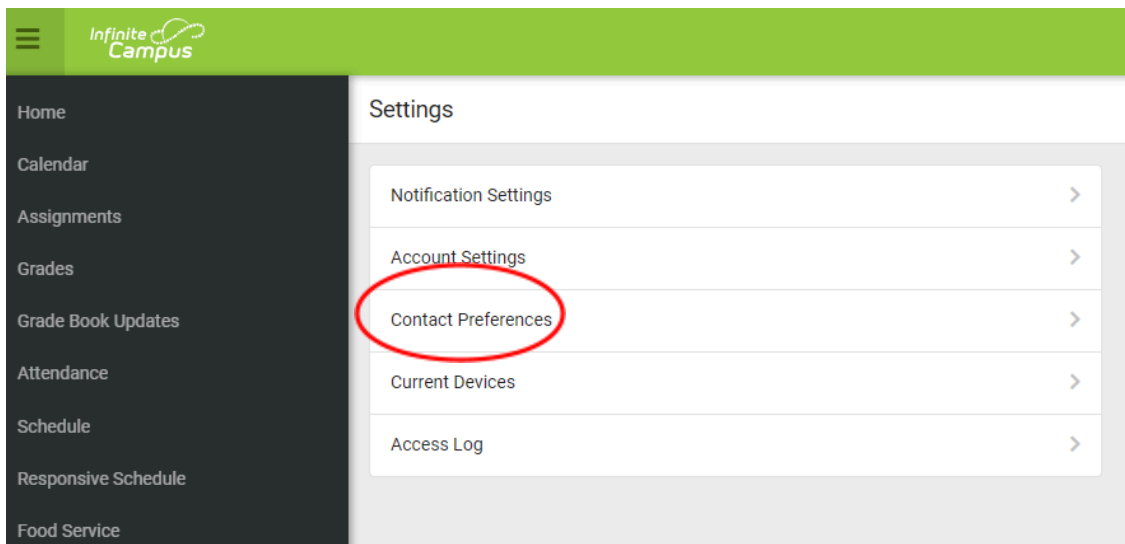


The instructions below will outline how to view and change your Infinite Campus messenger settings. In order to find your Infinite Campus messenger settings, log in to the parent portal. Click on the green person icon in the top right corner of the page and choose “settings.”



In the menu under “Settings” choose “Contact Preferences.”



Be sure that your phone numbers and email addresses are entered correctly.

The screenshot shows the 'Contact Preferences' page in the Infinite Campus system. A red circle highlights the phone number input fields: 'Cell Phone', 'Work Phone', and 'Other Phone'. The 'Email Address' field is filled with 'user@example.com'. Below the email fields is a 'Preferred Language' section with a dropdown menu currently set to 'US English'.

Next, scroll down to the “Message Preferences” section. There are two tabs here: Phone and Email. In the phone tab, you’ll set your preferences for “Voice” for phone calls, and “Text” for text messages. The table below gives examples of each message type that our district uses. Note: North Scott CSD does not use the “Priority” message type which is why it’s not included.

Infinite Campus Messenger Contact Preferences

Message Type	Example Uses
Emergency	urgent safety concerns, weather-related school cancellations, late starts, etc.
Attendance	automated attendance notifications for student absences, truancies, and tardies
General	district and building newsletters, standardized test information & results, surveys, etc.
Food Service	automated food service notifications for students with low or negative account balances.
Teacher	whole class messages from classroom teachers

Below is what the "Message Preferences" section looks like. Once you have reviewed and indicated your preferences, be sure to hit the blue "Save" button.

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

HOYT HOUSE/BLD PHONE	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"/>
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	VOICE	TEXT (SMS)
Priority	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
General	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Behavior Messenger	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Food Service	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK PHONE	VOICE	TEXT (SMS)
Priority	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>
General	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Messenger	<input type="checkbox"/>	<input type="checkbox"/>

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

PRIMARY EMAIL ADDRESS	EMAIL
Priority	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>
Teacher	<input checked="" type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>
Food Service	<input checked="" type="checkbox"/>

Save