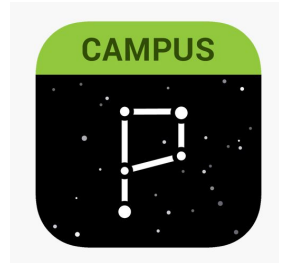


The Campus Parent Portal is designed specifically for parents and can be accessed [via the web](#) or through the App.

The Campus Parent Portal **App** is optimized for use on mobile devices and tablets.

These support materials are based on the web version of the Parent Portal.



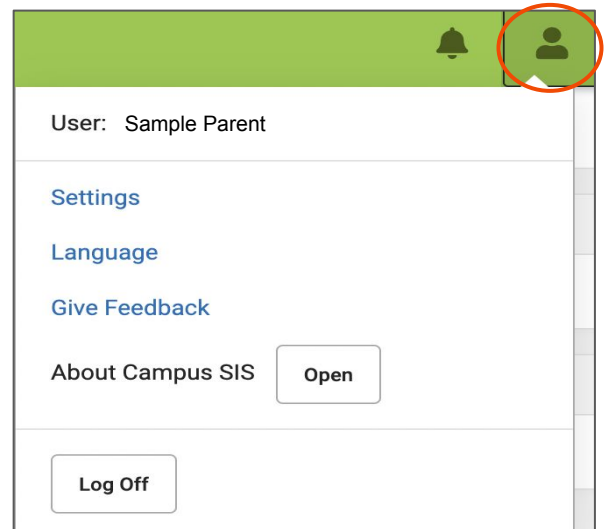
In **Settings**, you will be able to **update your email address** and **phone number**. You will also be able to select “**Teacher**” to enable getting messages from your child’s teacher(s).

## Settings

Log into the Parent Portal.

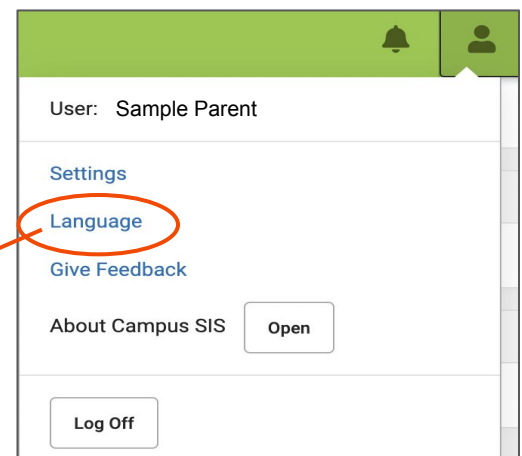
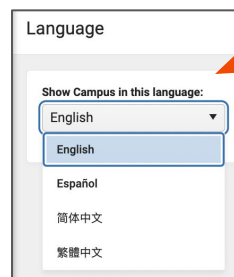
Click on the **Person Icon** to access

- **Settings**
- **Language**



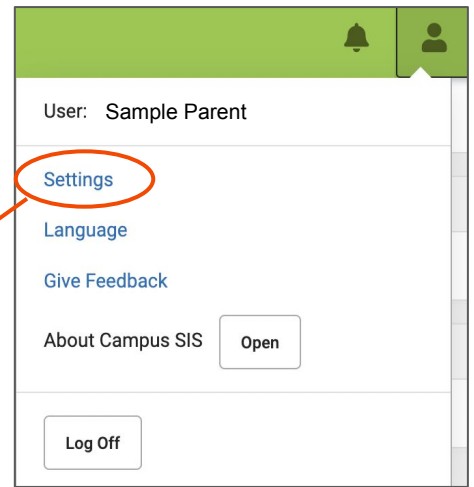
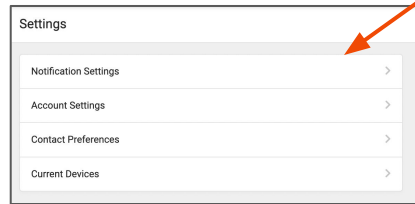
Click **Language** to change the language that Campus Parent displays in.

Campus provides translations into Spanish and Chinese.



When you click on Settings, you will have access to the following Settings:

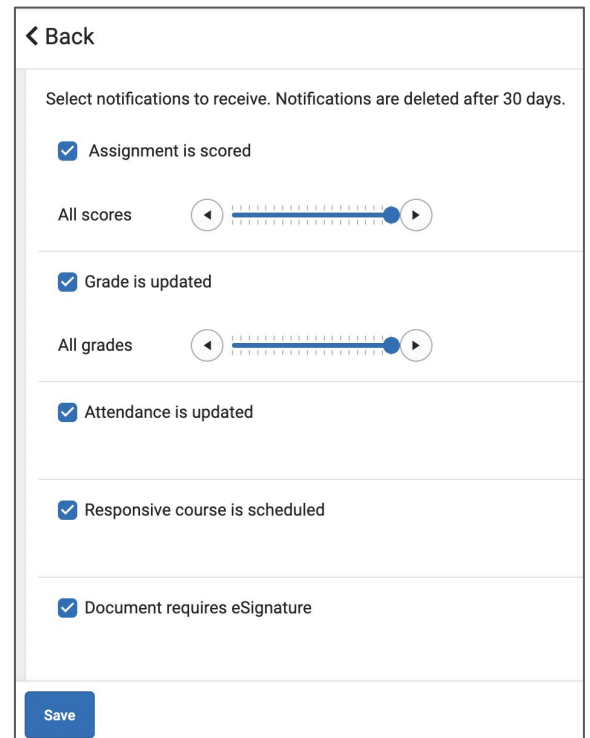
- Notification Settings
- Account Settings
- Contact Preferences
- Current Devices



## Notification Settings

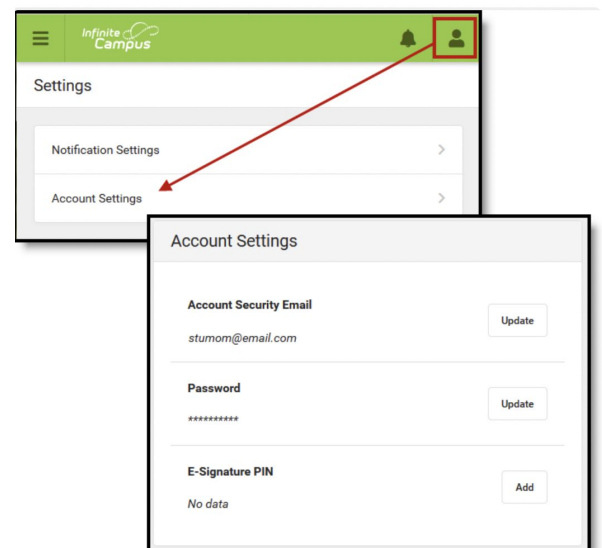
Notification settings allow you to **opt out of receiving specific kinds of notifications and establish thresholds for those you want to receive.**

Most of these are grade and assignment related.



## Account Settings

Account Settings allow you to update your **security email** on record or **change your password.**



## Contact Preferences

In this area, you can

- **review** existing contact information (phone numbers and email addresses)
- enter any **updates**
- mark your desired **Messenger Preferences**.

**Note:** When phone and email changes are made, an email notification acknowledging the change is sent to you, alerting you to changes you may not have made.

The screenshot shows the 'Contact Preferences' form. It includes fields for Cell Phone (555-555-5555), Work Phone, Other Phone, Email Address (parent@gmail.com), Secondary Email Address (user@example.com), and Preferred Language. A yellow callout box on the right contains the following text: 'Make sure you have a correct phone number and email address. Add your email address if needed so that you will receive email messages from your child's teacher(s). You may also add a Secondary Email Address. Don't forget to click Save at the bottom.' Red arrows point from the callout box to the Cell Phone, Work Phone, and Email Address fields.

In the **Message Preferences** area, you can set your **Phone** and **Email** preferences.

### Phone Preferences

Currently, only **Attendance** Messages are being sent out.

It doesn't hurt anything to check all the boxes. The other featured Messages may be activated in the future.

The screenshot shows the 'Message Preferences' form for Phone. The 'Phone' tab is selected. The form includes a table for Household Phone (555-555-5555) and Cell Phone (555-555-5555). The table has columns for VOICE and TEXT (SMS). The 'Attendance' row is checked for both VOICE and TEXT (SMS). The 'Priority' row is checked for VOICE. The 'General' row is checked for VOICE. The 'Behavior Messenger' row is checked for VOICE. The 'Emergency' row is checked for VOICE. The 'Cell Phone' section has 'Attendance' checked for TEXT (SMS), 'General' checked for TEXT (SMS), 'Behavior Messenger' checked for TEXT (SMS), and 'Emergency' checked for TEXT (SMS). The 'Priority' row is unchecked for both VOICE and TEXT (SMS).

### Email Preferences

Currently **Attendance** and **Teacher** emails are being sent.

**Note:** You should have **Teacher** checked to receive Messages from your child's teacher.

Don't forget to click **Save** to save your selections.

The screenshot shows the 'Message Preferences' form for Email. The 'Email' tab is selected. The form includes a table for PRIMARY EMAIL ADDRESS (parent@gmail.com). The table has a column for EMAIL. The 'Attendance' row is checked for EMAIL. The 'Teacher' row is checked for EMAIL. The 'Priority' row is unchecked for EMAIL. The 'General' row is unchecked for EMAIL. The 'Behavior Messenger' row is unchecked for EMAIL. The 'Emergency' row is unchecked for EMAIL. A blue 'Save' button is located at the bottom of the form.