

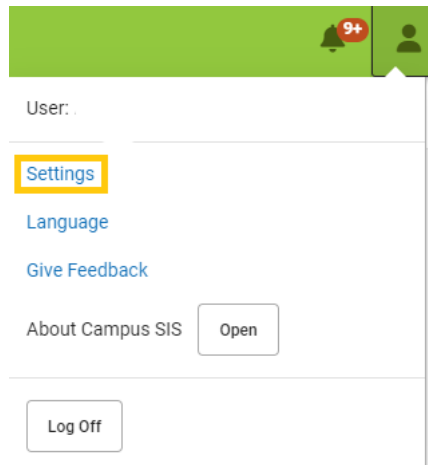


Updating Contact Preferences In Infinite Campus

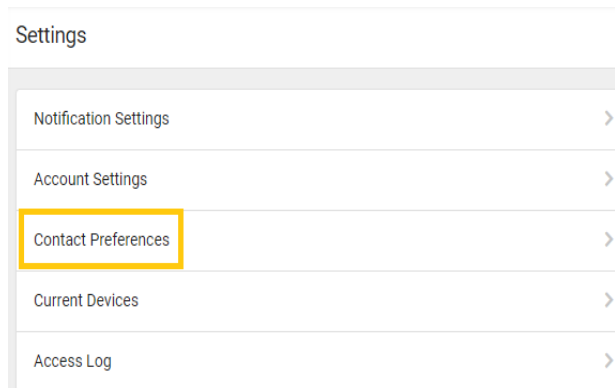
To update your contact preferences in Infinite Campus you must first login to the parent portal by navigating to the Parent Portal link below. Next enter your username and password.

<https://karnspa.infinitecampus.org/campus/portal/parents/karnscity.jsp>

- Once signed into the **Person** icon in the upper right hand corner of the screen and select **Settings**



- Choose **Contact Preferences**



When on the **Message Preferences** screen you have the ability to update your voice/text options for each of the different Modules within Infinite Campus. By default Text (SMS) is not selected as data rates may apply. To receive texts or voice calls select the appropriate boxes. To configure email alerts - select the **Email** tab.



	VOICE	TEXT (SMS)
Priority	<input 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"/>
	VOICE	TEXT (SMS)
Priority	<input 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"/>
CELL PHONE	VOICE	TEXT (SMS)
Priority	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>

If you have questions or have issues accessing your Parent Portal account - email the Karns City Help Desk at HelpDesk@kcasdk12.org or call (724)756-2030 ext. 1028