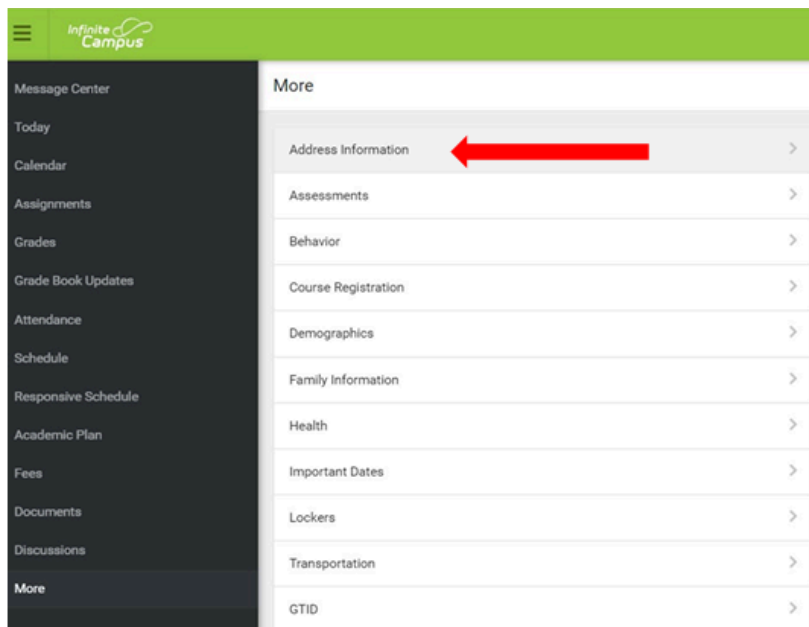




Updating Household Data In Infinite Campus

Updating Household Phone Number

1. Log into the Infinite Campus Parent Portal
 - a. [KCASD Infinite Campus Parent Portal](#)
2. Select “**More**” and then “**Address Information**”



3. Select “**Update**” next to the phone number
4. Enter the new Household Phone number and select “**Update**”. This information will be reviewed and approved.

Updating Household Address

1. Log into the Infinite Campus Parent Portal
 - a. [KCASD Infinite Campus Parent Portal](#)
2. Select “**More**” and then “**Address Information**”
3. Select “**Update**” next to the address you would like to manage
4. Enter the news address information and select “**Update**”. This information will be reviewed and approved.



Updating Household Contacts

1. Log into the Infinite Campus Parent Portal
 - a. [KCASD Infinite Campus Parent Portal](#)
2. Select "**More**" and then "**Demographic**"
3. Under the "**Non-Household Relationships**" section select "**Add**".
4. Enter the contact information such as name, phone number, email address, & address.
5. Select a "**Relationship Type**"
6. Select "**Add**". This information will be reviewed and approved.

Updating Family Information

1. Log into the Infinite Campus Parent Portal
 - a. [KCASD Infinite Campus Parent Portal](#)
2. Select "**More**" and then "**Family Information**"
3. Under the family member select "**Update**" to the right of the information you want to update.
4. Enter the updated information and select "**Update**". This information will be reviewed and approved.