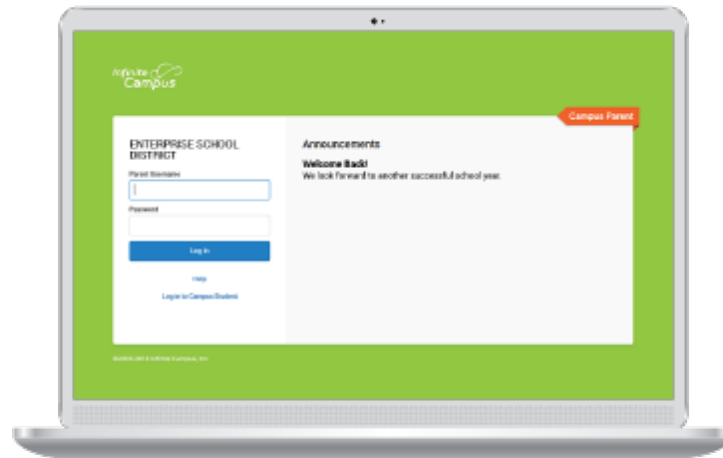


How to Confirm or Update your Contact Information in the Family Portal.

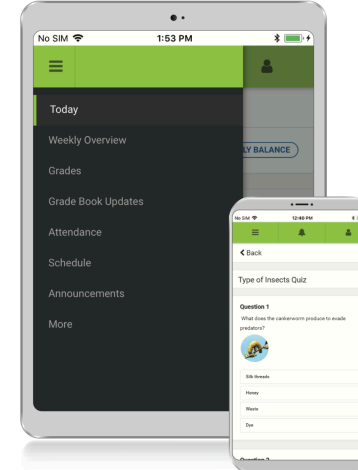
This document has instructions for updating information:

- online via the web portal
- In the Campus Parent App

Note: While schools are closed because of the COVID-19, contact the Family Information Center if you need an Activation Key: familyinfo@mnps.org



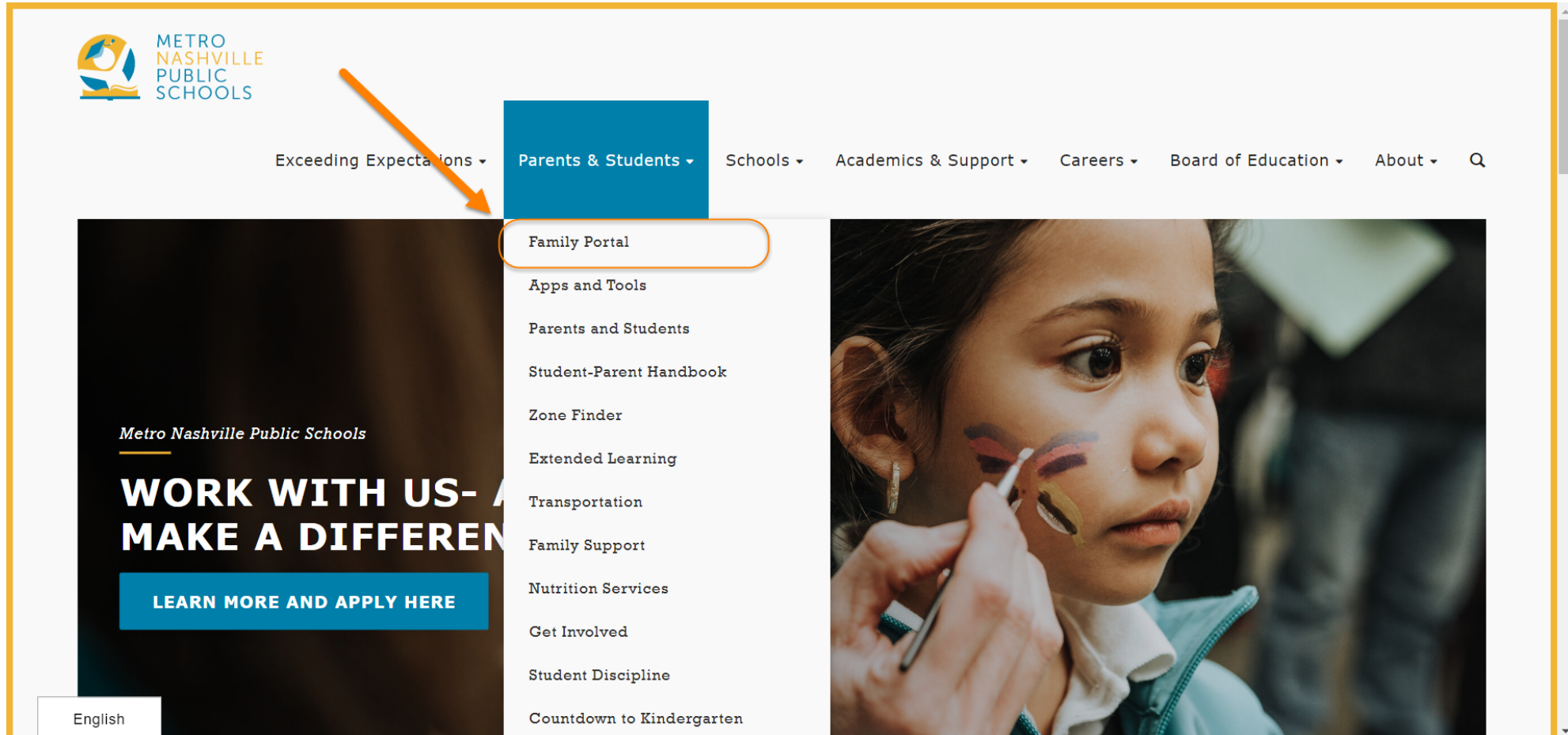
Instructions on pages 2 to 8



Instructions on pages 9 to 13

To Update Information Online:

1. Visit mnps.org/familyportal



2. Click “Link to Portals” on mnps.org/familyportal

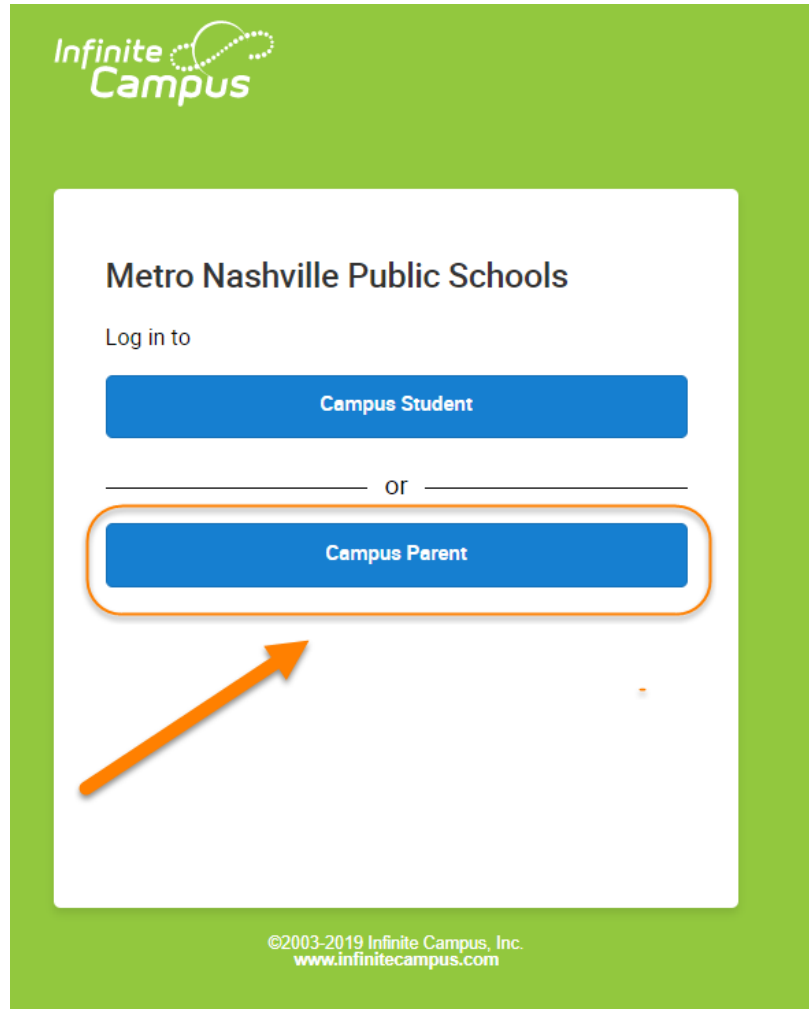
SIGNING UP IS QUICK AND EASY. ACTIVATE YOUR ACCOUNT BY FOLLOWING THE STEP-BY-STEP INSTRUCTIONS:

1. Visit the [Campus Parent Portal login](#) page.
2. Click on the link marked “New User?”
3. Parents will receive this activation key from their student’s school. Parents will need to verify their identity to get this activation key from the school.
4. Follow the steps listed on the site to create a user ID and password.
 - a. Use a personal email address as your log in. This will secure a unique login name.
 - b. To be as secure as possible, we recommend your password be at least 8 characters and contain a combination of letters, numbers and special characters.

NOTE: After your initial login, you will be required to enter a recovery email address, which will allow you to reset your password on your own if you ever forget it.



3. Click "Campus Parent"



Infinite Campus

Metro Nashville Public Schools

Log in to

Campus Student

or

Campus Parent

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www.infinitecampus.com

4. Enter Your Username & Password

If you forgot your Username or Password, follow instructions for resetting.

If you need help or are a new user and need an Activation Key:

- Contact your school
- Contact the Family Information Center, familyinfo@mnps.org or 615-259-4636

Infinite Campus

Metro Nashville Public Schools

Campus Parent

Parent Username
[Input Field]

Password
[Input Field]

Log In

[Forgot Password?](#) [Forgot Username?](#) [Help](#)

[Log in to Campus Student](#)

or

[New User?](#)

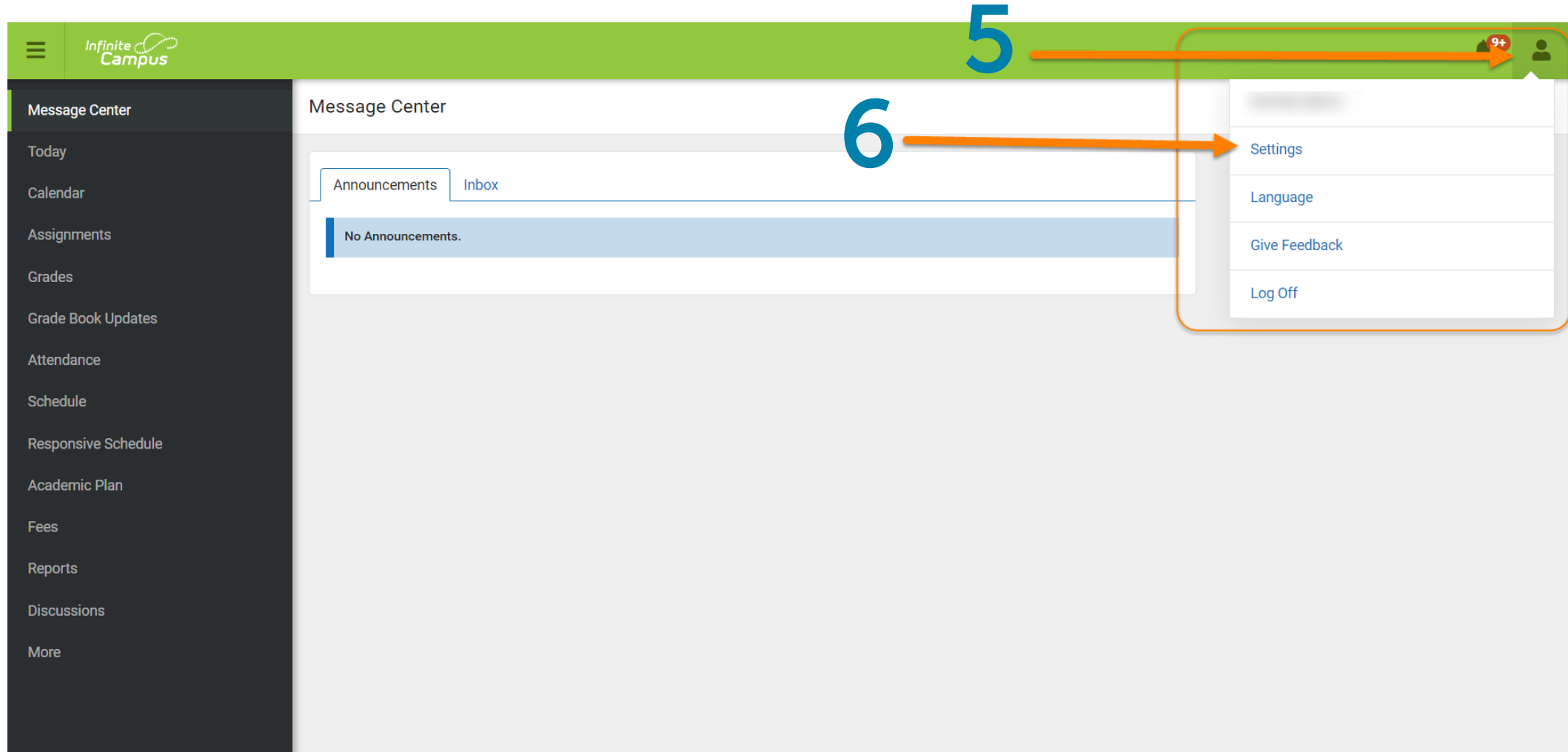
Announcements
Wednesday July 10, 2019
Parents and Students,

We are excited to inform you Infinite Campus Portal has a new look and two new and improved mobile apps: Campus Student (for students) and Campus Parent (for parents). The new Campus Parent Portal allows for easier access for all of your children under one username, as well as the ability to manage family and emergency contact information (phone numbers, emergency contacts, contact order, relationships). The Campus Student Portal does not have the ability to manage family/contact information.

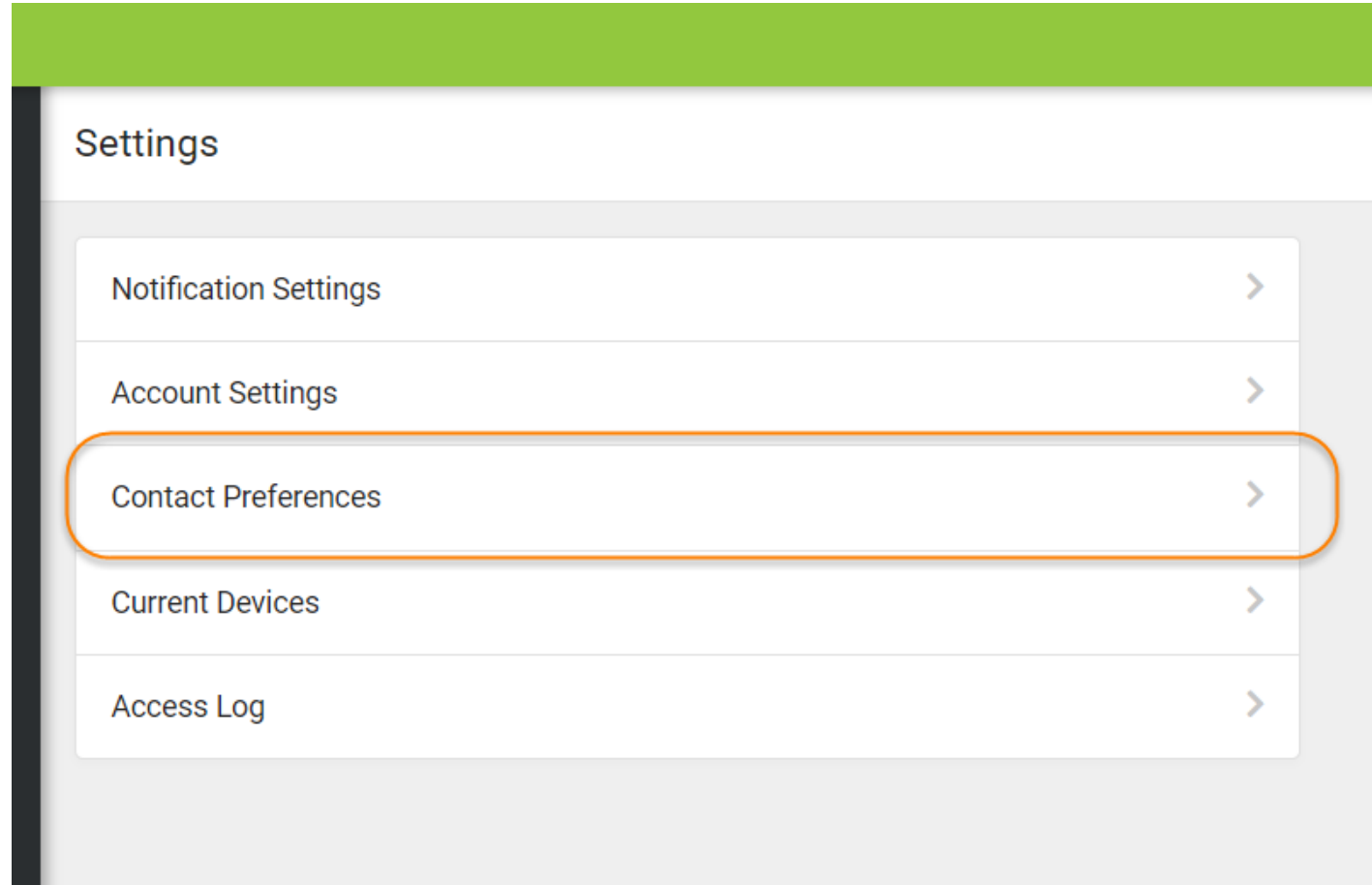
©2003-2019 Infinite Campus, Inc. | Version: Campus.1945.6

English

5. Click the little person icon in the top right.
6. Click "Settings"



7. Select Contact Preferences



8. Fill In or Verify Your:

- Telephone numbers
- Email address
- Preferred language

9. Select "Save"

Note: The Message Preferences section is for information you want to receive about your student and is in addition to school-wide or district-wide call-outs.

The screenshot shows a 'Contact Preferences' form. It has a 'Back' button at the top left. The form is divided into three main sections: 'Cell Phone', 'Email Address', and 'Message Preferences'. The 'Cell Phone' section has three input fields: 'Cell Phone' (with a pre-filled area '(615)308-'), 'Work Phone' (with a pre-filled area '() - - x'), and 'Other Phone' (with a pre-filled area '(615)889-'). The 'Email Address' section has two input fields: 'Email Address' (with a pre-filled area '@gmail.com') and 'Secondary Email Address' (with a pre-filled area 'user@example.com'). The 'Preferred Language' section has a dropdown menu currently set to 'US English'. The 'Message Preferences' section has a heading 'Message Preferences' and a sub-heading 'Email'. Below this is a table with two columns: 'PRIMARY EMAIL ADDRESS' and 'EMAIL'. The table has six rows: 'Priority', 'Attendance', 'General', 'Teacher', 'Behavior Messenger', and 'Emergency'. Each row has a checkbox in the 'EMAIL' column. At the bottom of the form, there is a blue 'Save' button. Orange boxes highlight the input fields in the 'Cell Phone' and 'Email Address' sections, the 'Preferred Language' dropdown, the 'Message Preferences' section, and the 'Save' button.

< Back

Contact Preferences

Cell Phone

(615)308- _____

Work Phone

() - - x _____

Other Phone

(615)889- _____

Email Address

@gmail.com

Secondary Email Address

user@example.com

Preferred Language

Your district may send some communications in languages other than English. If you prefer to be contacted in a different language, please specify your preferred language.

US English ▼

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.

Email

PRIMARY EMAIL ADDRESS	EMAIL
Priority	☐
Attendance	☐
General	☐
Teacher	☐
Behavior Messenger	☐
Emergency	☐

Save

9

Instructions for: Campus Parent App

1. Visit mnps.org/familyportal for a link to download the app



Campus Student



Campus Parent

We are excited to inform you Infinite Campus has a new look and two new and improved mobile apps:

- Campus Student
- Campus Parent

The new Campus Parent app allows for easier access for all of your children under one username, as well as the ability to manage family and emergency contact information such as phone numbers, emergency contacts, contact order and relationships. The Campus Student app does not have the ability to manage family/contact information.

NEW CAMPUS PARENT FEATURES

- Includes enhanced features to make it more useful, including a responsive design optimized for use on mobile devices and tablets.
- Grants additional access and modification capabilities that do not exist in the Campus Student account.
- Grants Parents access to a Self Service section to update household and emergency contact information, including many more features to come.
- Offers features that will not exist in Campus Student.

Parents, if you currently are using your student's login information, we strongly urge you to create your own Campus Parent account so that you will have access to all the new enhancements provided.

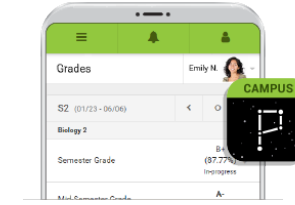
DOWNLOAD THE APPS

- Campus Parent: [Google Play](#) | [iOS](#)

Campus Student: [Google Play](#) | [iOS](#)

English

2. Log in to the Campus Parent App



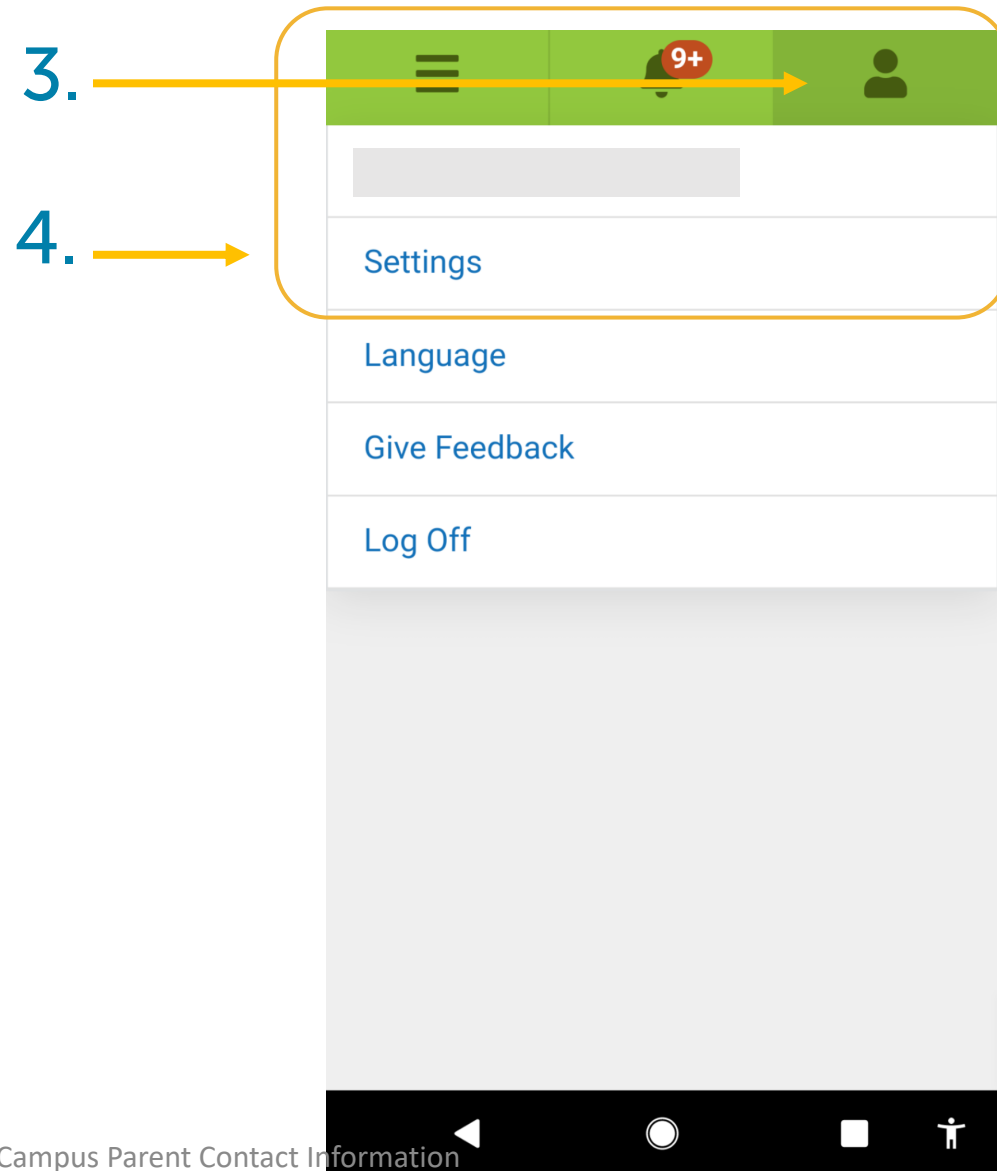
The app is available in:

- [Google Play](#)
- [Apple App Store](#)

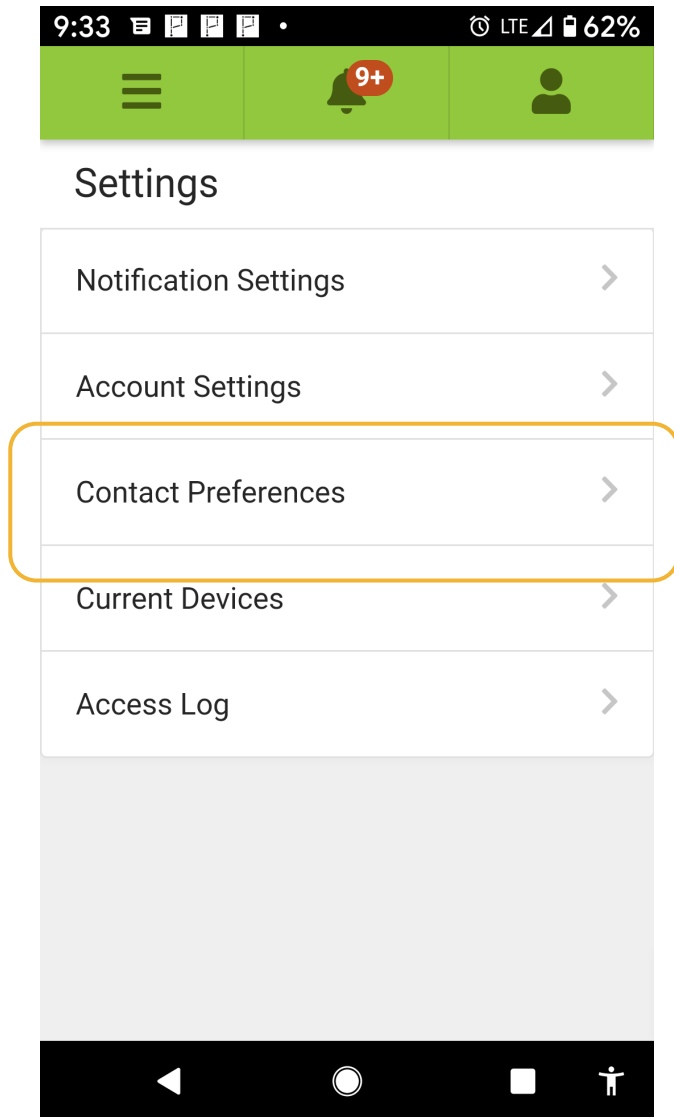


3. Click the little person icon in the top right.

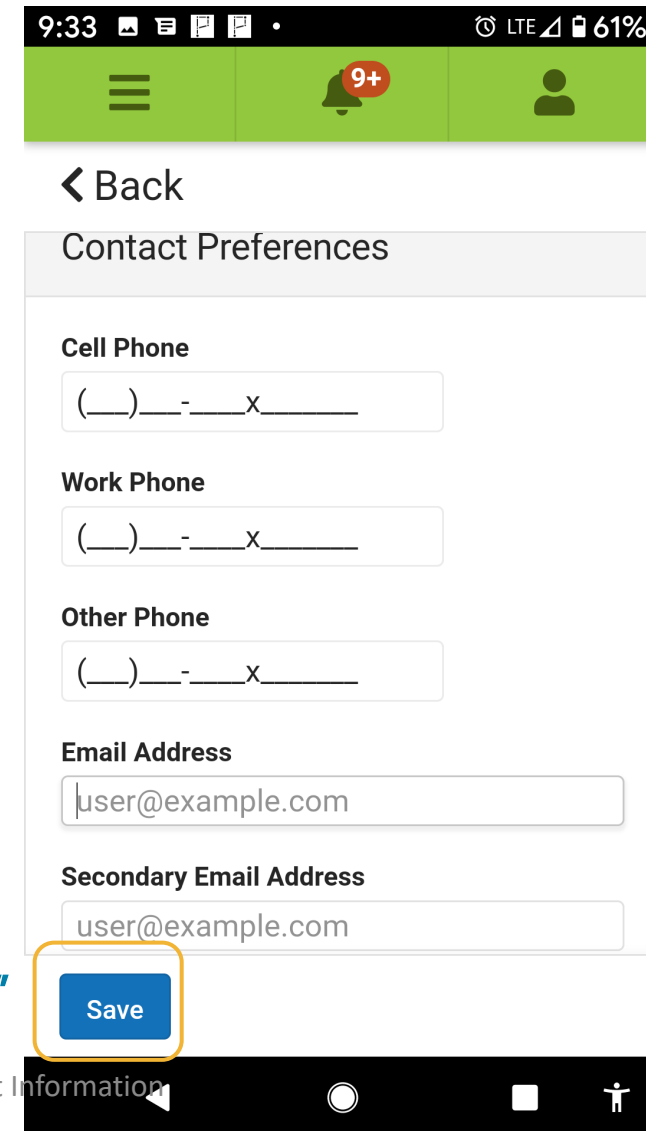
4. Click "Settings"



5. Click "Contact Preferences"



6. Enter Your Email and Phone Number/s



Select "Save"

7th and Last Step!

Select the kind of information you would like to receive about your student -- this is in addition to district-wide or school-wide call-outs.

And remember to select **"Save"**

Need Help?

Visit your school or contact:
Family Information Center
615-259-INFO

FamilyInfo@mnps.org

[Infinite Campus help online](#)

Select **"Save"**

