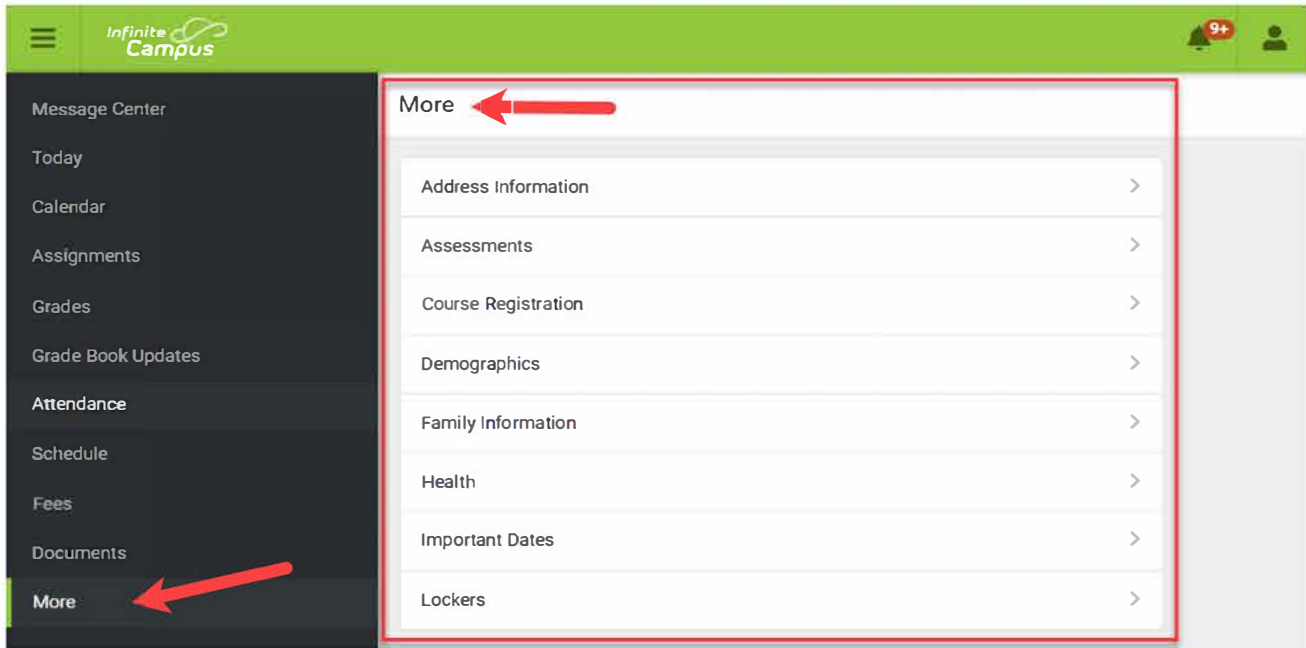


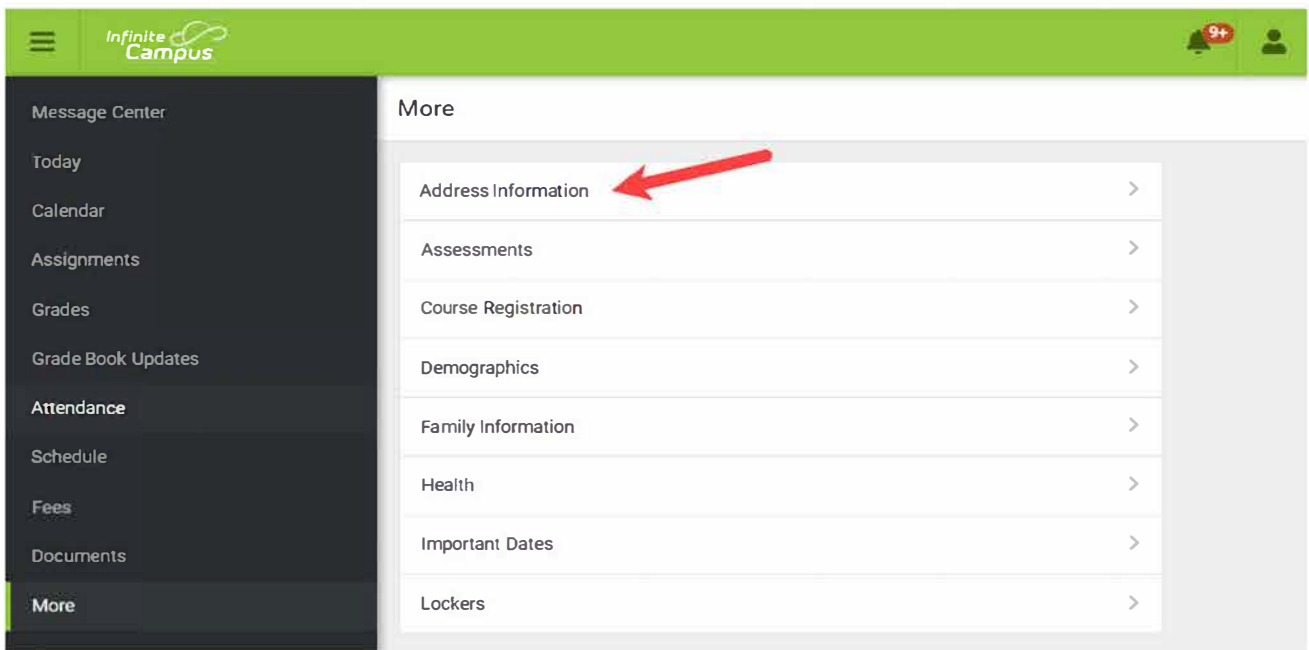
# Infinite Campus - Parent Portal

Updates to Phone Number, Email, Emergency Contacts, and Home Address



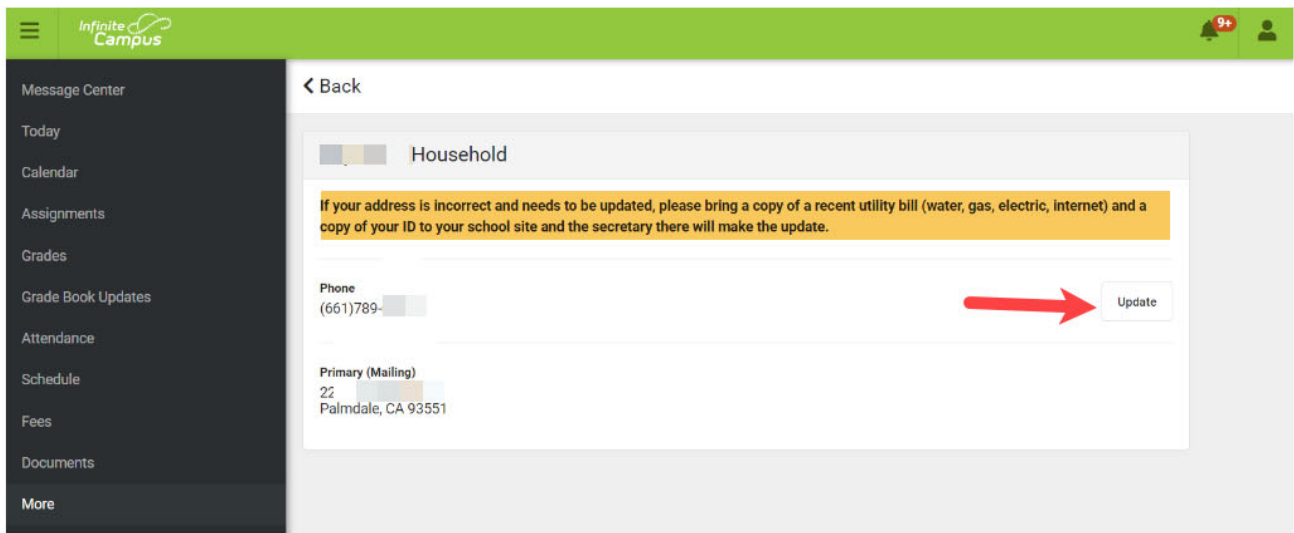
1

Once you're logged into your Infinite Campus Parent Portal you're taken to the main page of your Parent Portal. Click on **More** on the left hand-side menu to open up the options on information you are able to view and/or update.

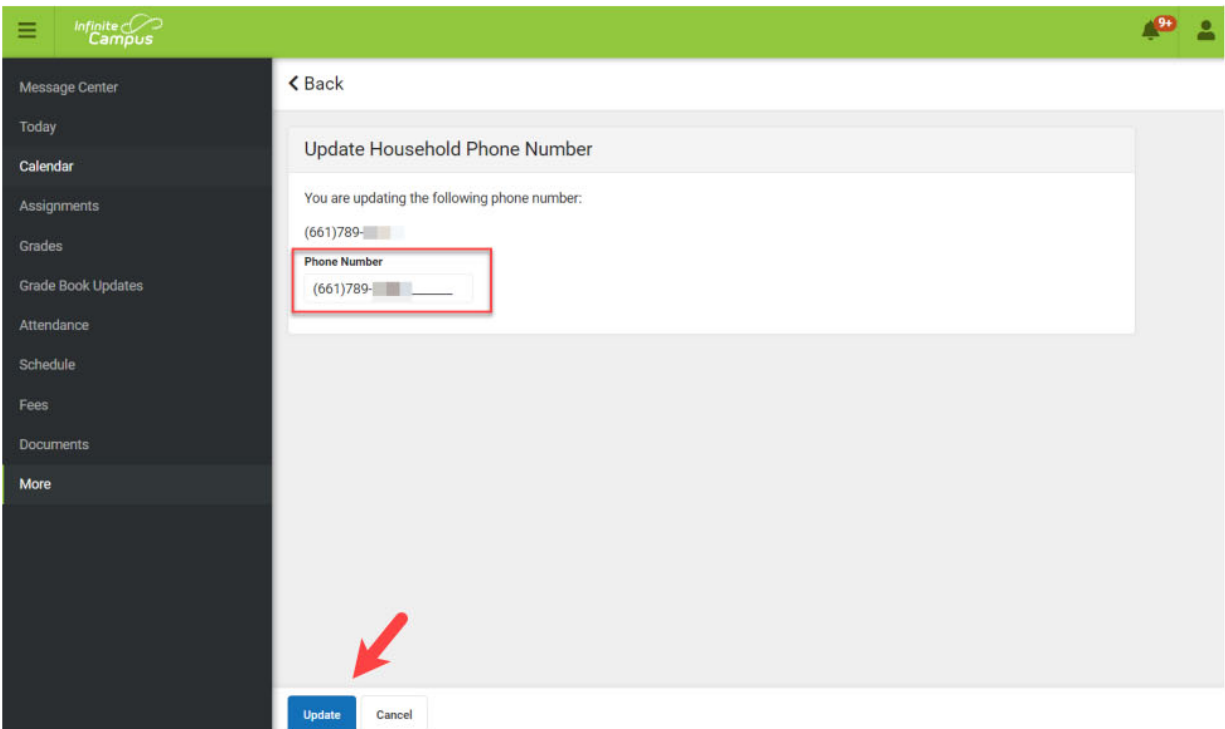


2

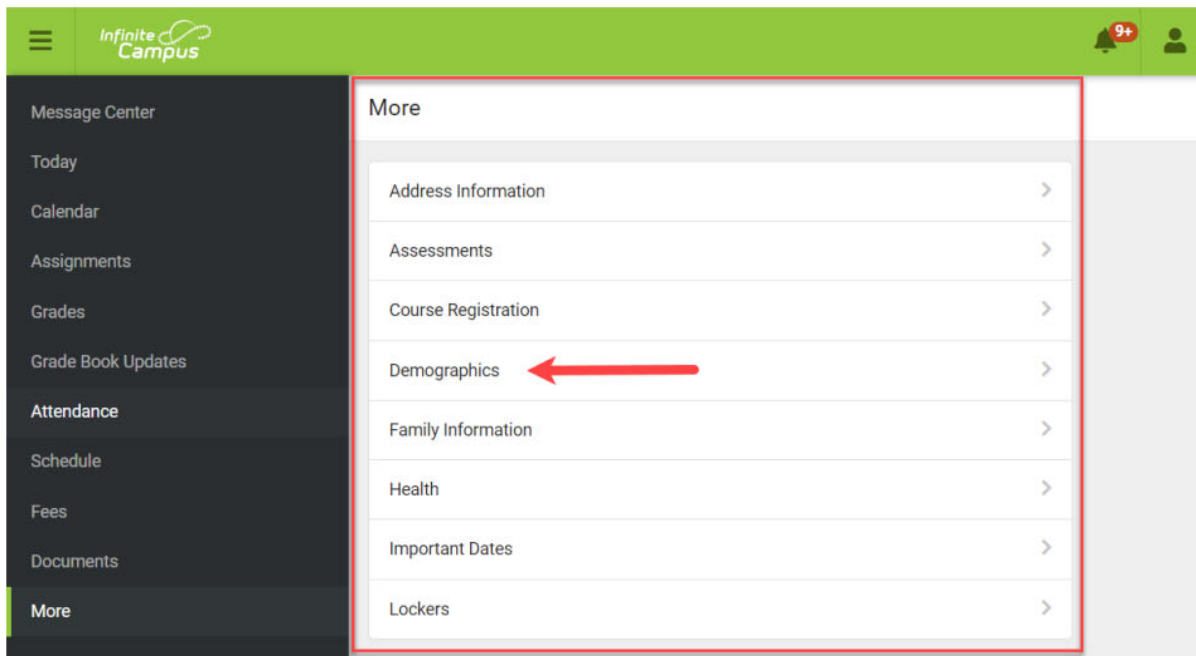
Clicking on Address Information will allow you to change your Household Phone Number.



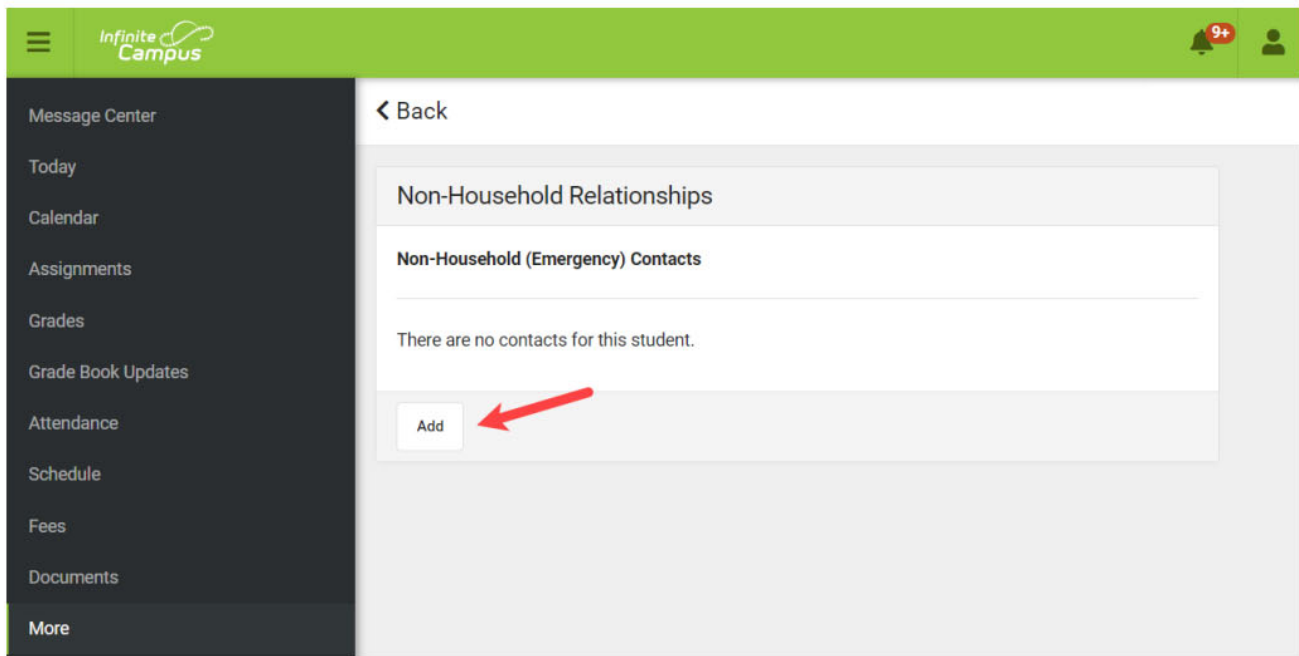
- 3 You will only be able to change your residential address through your school site. See the note highlighted in orange. To change your household phone number click on the **Update** button in the Phone section.



- 4 Update your Phone Number in the red section above and then click on the **Update** button when you're done. The change will take place instantaneously.



**5** To update or add Emergency Contacts, click on **Demographics**



**6** Click on **Add** button to begin entering information for the new Emergency Contact

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Fees

Documents

More

< Back

### Add Contact

**First Name \***

**Last Name \***

Middle Name

Suffix

**Gender \***

**Cell Phone**

( ) - - X

**Work Phone**

( ) - - X

**Other Phone**

( ) - - X

At least one phone number is required.

Email Address

user@example.com

Secondary Email Address

user@example.com

**Relationship Type \***

Relationship between this person and Abner Phydeaux.

Legal Guardian Relationship

This indicates whether the person is a guardian of this student.

Emergency Priority

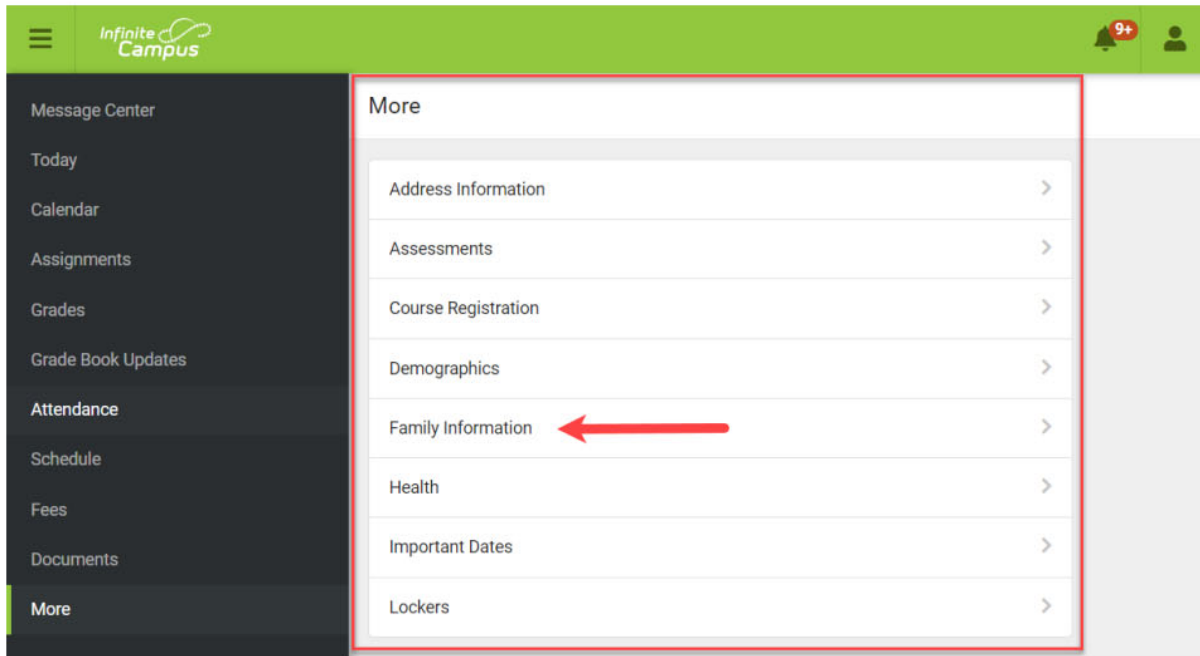
This indicates the order in which a person should be called for this student in an emergency situation (eg. a value of 1 would be Emergency Priority 1).

Comments

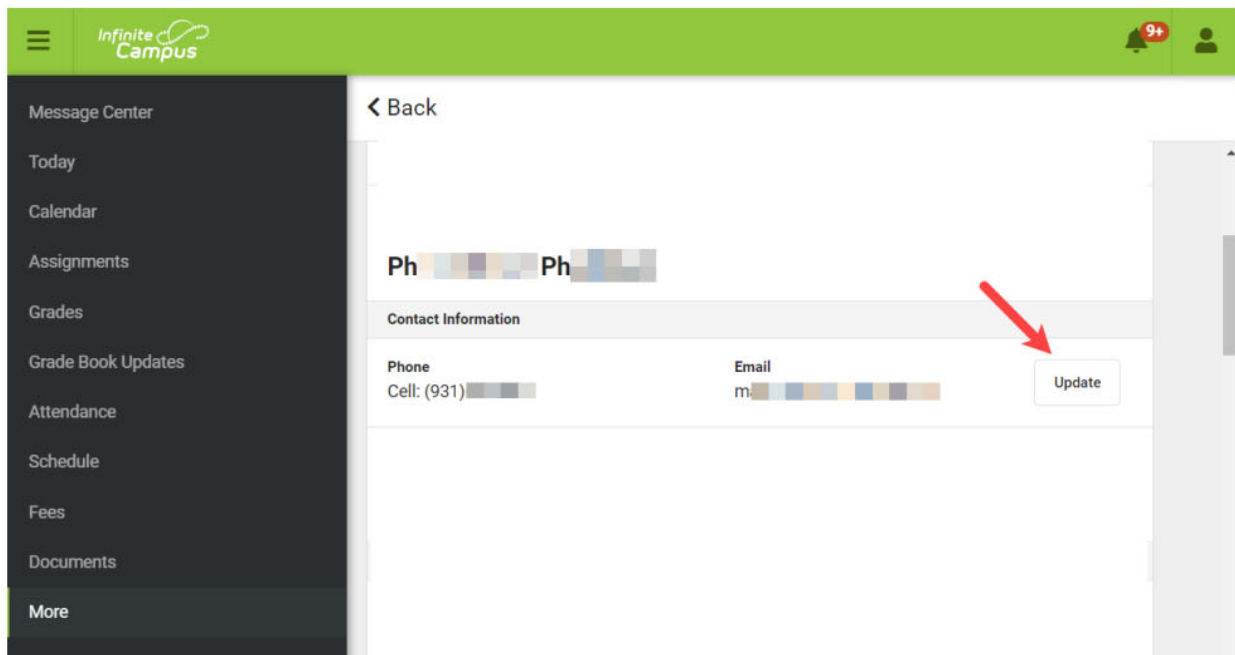
Add Cancel

7

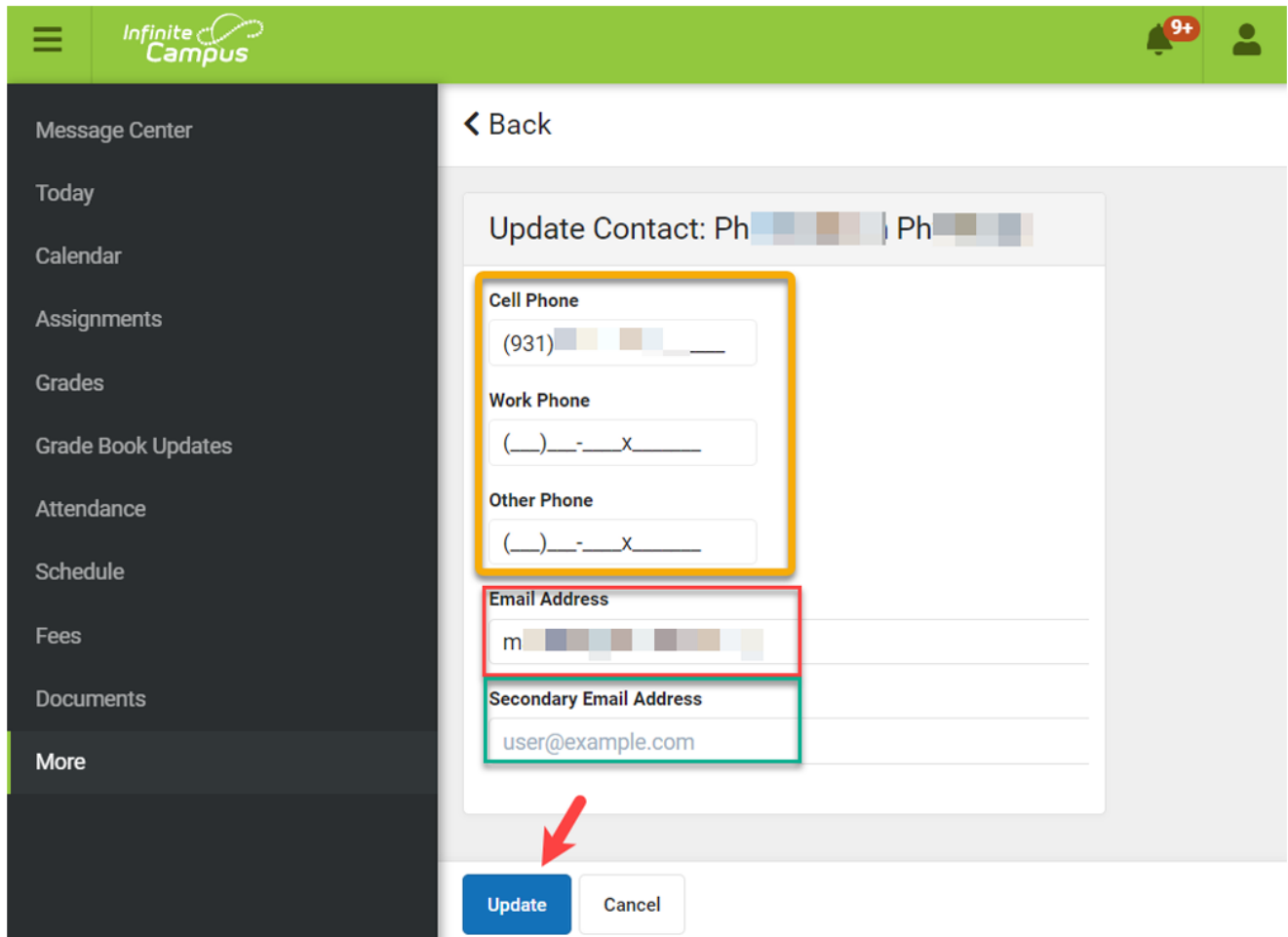
Enter all of the information for the Emergency Contact. The highlighted sections are what is required at the very minimum (First and Last Name, Gender, at least one Phone Number, and Relationship to the student). Once done, click on the **Add** button.



8 Lastly, to update or add an email address or other phone number you will need to click on **Family Information**



9 Find your name and click on the **Update** button.



10

In this section you can update phone numbers and email address. Once done click on Update.

**\*\*Note: If you are an employee of the Palmdale School District, do not update the Email Address field that has the PSD organization email address. You will need to update the Secondary Email Address, which is your personal email address.\*\***