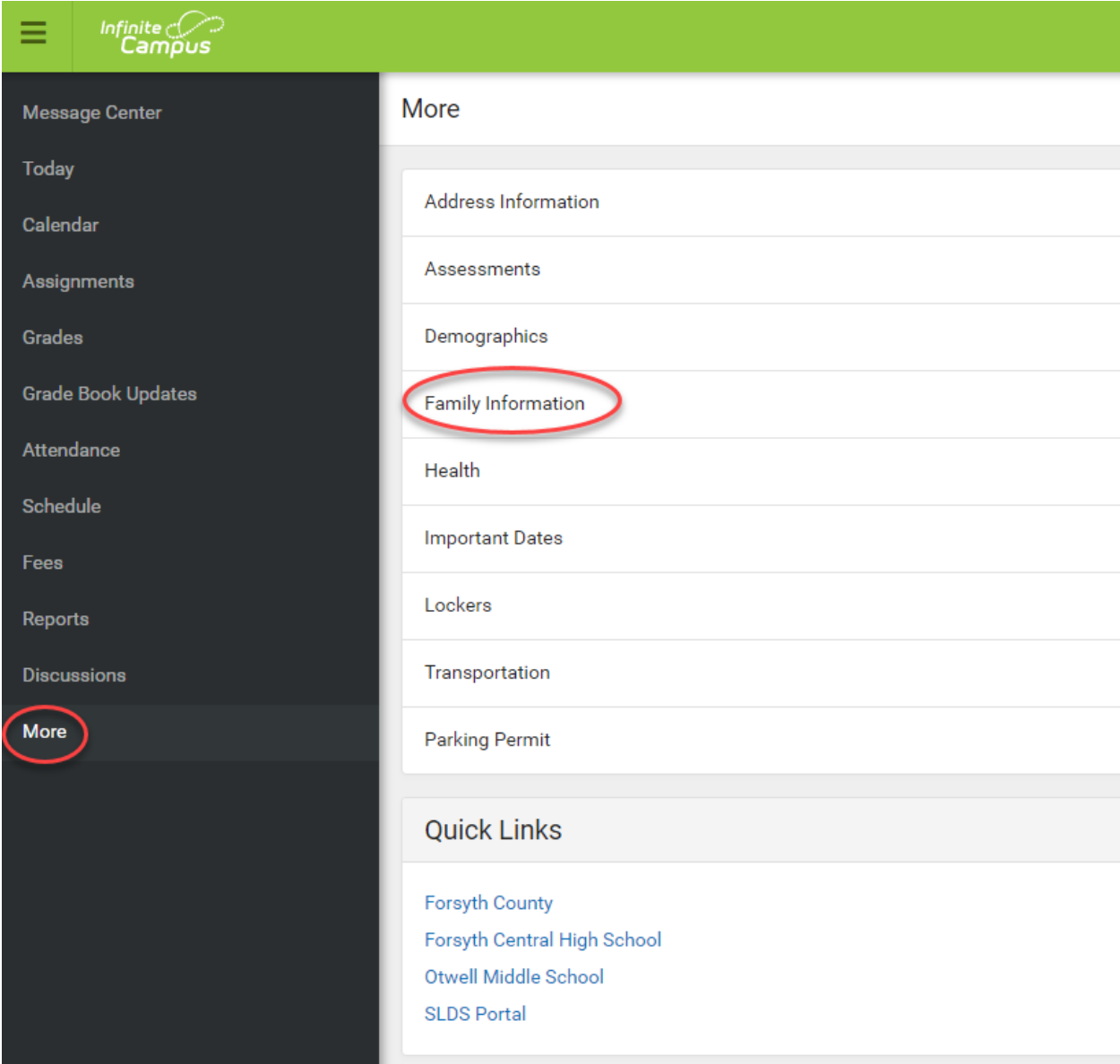


Messaging Students Set Up

A new feature in Parent Portal (also known as Campus Parent or Campus Student) is the ability for teachers to text and/or email directly to their students. Parents need to follow these steps to activate their student's accounts so that the students can receive information directly from the teacher. Infinite Campus automatically copies parents on any messages sent to students as a safety feature. Follow the instructions below to add student cell phone number and email addresses to portal accounts.

1. Once logged in, the parent will see the screen below and will need to hit the word More on the left index. Inside the More screen, hit Family Information.



2. On this screen, scroll down to find the student that the parent/guardian wants to add a cell phone number and/or email address. Hit the Update button.

The screenshot shows the Infinite Campus mobile application interface. On the left is a dark sidebar menu with options: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, and Schedule. The main content area has a green header with the Infinite Campus logo and a '< Back' button. Below the back button is the student's name 'Megan' in a grey box, which is circled in red. Underneath is the 'Contact Information' section, containing a 'Phone' field with 'Other: (404)' and an 'Email' field with 'No data'. The 'Update' button is circled in red.

3. The screen below will pop up and the parent/guardian will need to type in the student's cell phone number and/or email address.

The screenshot shows the 'Update Contact' form for Megan. The sidebar menu is the same as in the previous screenshot. The main content area has a green header with the Infinite Campus logo and a '< Back' button. Below the back button is the title 'Update Contact: Megan' in a grey box. The form contains several input fields: 'Cell Phone' with a red arrow pointing to it, 'Work Phone', 'Other Phone' with '(404)' entered, 'Email Address' with 'user@example.com' entered and a red arrow pointing to it, 'Secondary Email Address' with 'user@example.com' entered, and a 'Comments' section with a text area.

- Once the needed student contact information is entered, hit the blue Update button in the lower part of the screen.

The screenshot displays the Infinite Campus mobile application interface. On the left is a dark navigation menu with the following items: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Reports, Discussions, and More. The main content area is titled 'Update Contact: Megan' and features a '< Back' button at the top left. The form contains several input fields: 'Cell Phone' with the value '(770) [redacted]', 'Work Phone' with the value '() - X', 'Other Phone' with the value '(404) [redacted]', 'Email Address' with the value 'm [redacted]@outlook.com', and 'Secondary Email Address' with the value 'user@example.com'. There is also a 'Comments' section with a large empty text area. At the bottom of the screen, there are two buttons: a blue 'Update' button, which is circled in red, and a white 'Cancel' button.

5. A message will pop up that says, "SUCCESS. Your request has been . . ." A staff member in the SIS department will verify the parent/guardian who updated the student information. Within 24 hours of a school day, the student information will be viewable inside Parent Portal and Campus Student.

