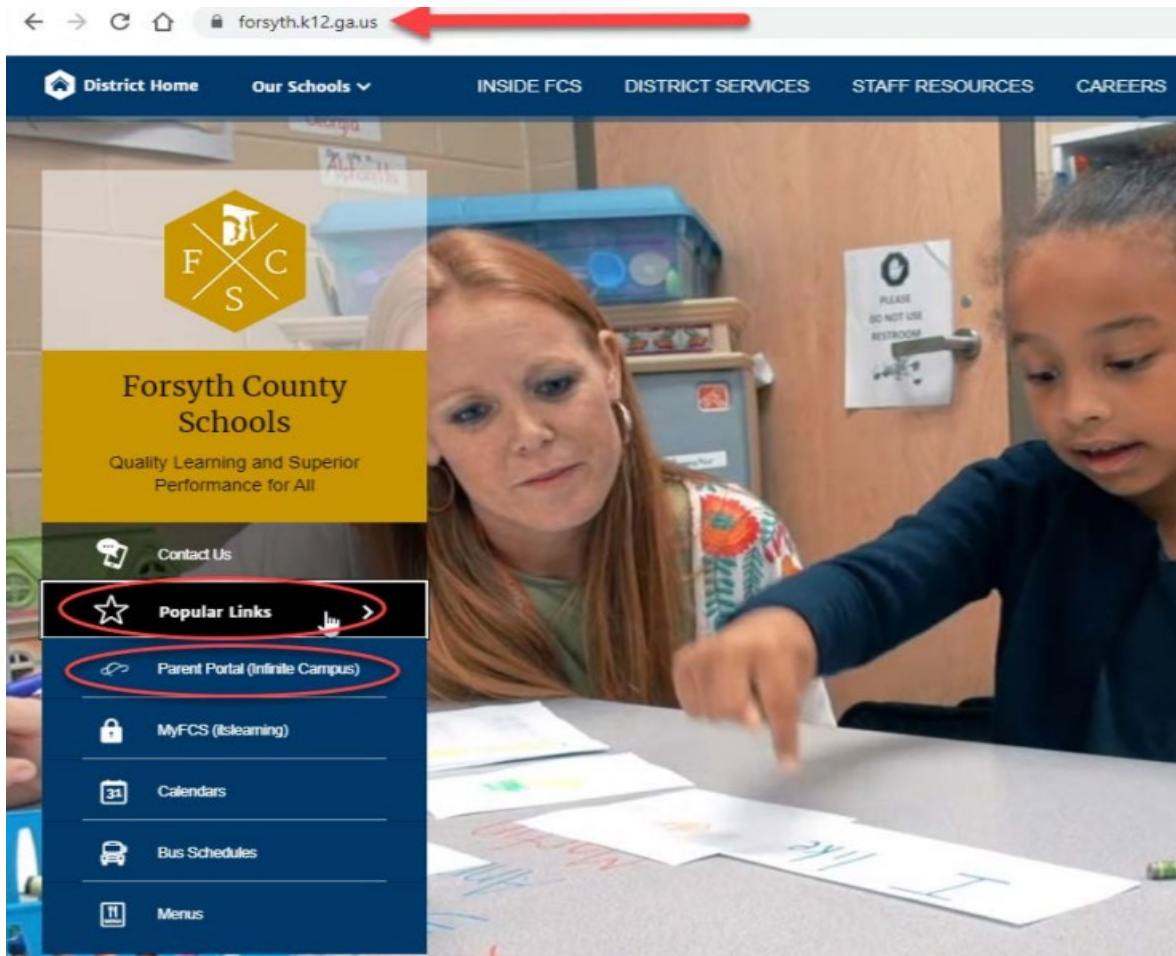


Parent Portal Instructions – Updating Emergency Contact Priority for Family Members

1. Log into your smart phone app or go to www.forsyth.k12.ga.us. Find Popular Links and then click on Parent Portal (Infinite Campus).



2. Type in your school assigned Parent Portal login and password. If you do not have a Parent Portal login and password, you will need to go to your school with a valid photo ID and get your unique login and password to access your student's information.

Infinite Campus

Forsyth County

Parent Username

Password

Log In

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

[Log In to Campus Student](#)

or

[New User?](#)

Type in your username and password. Then, click Log In.

Friday 05/08/2020

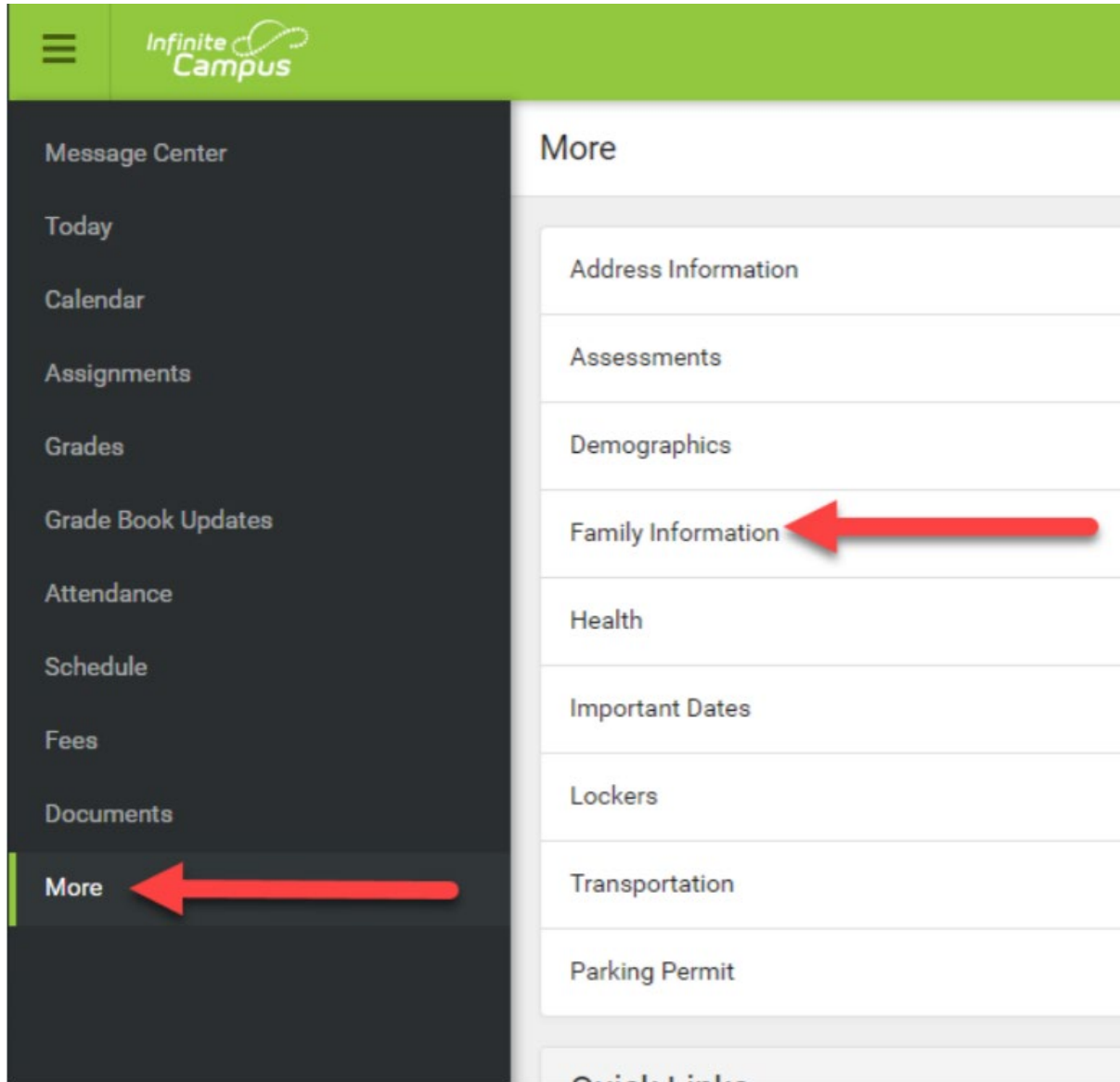
If you do not have a Parent Portal account please

1. Please write a letter requesting that your activa contain your original, signature, child(ren)'s name(picture id. You may upload ([Click Here for the Sec letter with attachment for processing.](#)

[Click Here for Parent Portal Request Instructions v](#)

2. Use your Activation Key to create an account fo

3. Click on the More option on the left menu. Then click on Family Information



- Once inside Family Information, you can update the Emergency Priority Contact Order of those who live within the same household. Each family member has a section. Go to the section of the person whose information needs to be corrected and hit the update button below his/her name.

The screenshot shows the Infinite Campus interface. On the left is a dark sidebar with a menu including: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, and More. The main content area has a green header with the Infinite Campus logo and a notification bell with '9+'. Below the header is a 'Back' button. The main content is titled 'Family Information' and contains several sections:

- A warning box with the text:
 - * Judge signed court documents must be provided to your child's school in order to add or remove a guardian or guardian designation.
 - *Spouses/Significant others are not listed as guardians of each other.
 - *Siblings are not listed as guardians of each other.
- A section titled 'Contact Information' with a table:

Phone	Email	
[Redacted]	[Redacted]	Update
- A section titled 'Relationships' with a table:

Relationship	Phone	Email	
Mother/Daughter [Redacted] Emergency Priority 1	[Redacted]	[Redacted]	Update
Father/Daughter [Redacted] Emergency Priority 2	[Redacted]	[Redacted]	Update

5. Change/update the Emergency Priority contact order connected to the person and then hit the blue Update button at the bottom. A request to make the update will be sent to the Student Information Department for verification. Once verified, the Student Information Department will update the account

The screenshot shows the Infinite Campus interface. On the left is a dark sidebar with a menu containing: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, and More. The top header is green with the Infinite Campus logo. The main content area is titled 'Update Family Relationship' and includes a 'Back' button. The form contains the following fields:

- Relationship Type***: A dropdown menu with 'Mother/Daughter' selected. Below it is the text 'Relationship between' followed by a blurred name.
- Legal Guardian Relationship**: A dropdown menu with 'Yes' selected. Below it is the text 'This indicates whether the person is a guardian of this student.'
- Emergency Priority**: A yellow highlighted section with the text '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)'. Below this text is a text input field containing the number '1'. A red arrow points to this field.
- Comments**: A large empty text area at the bottom of the form.