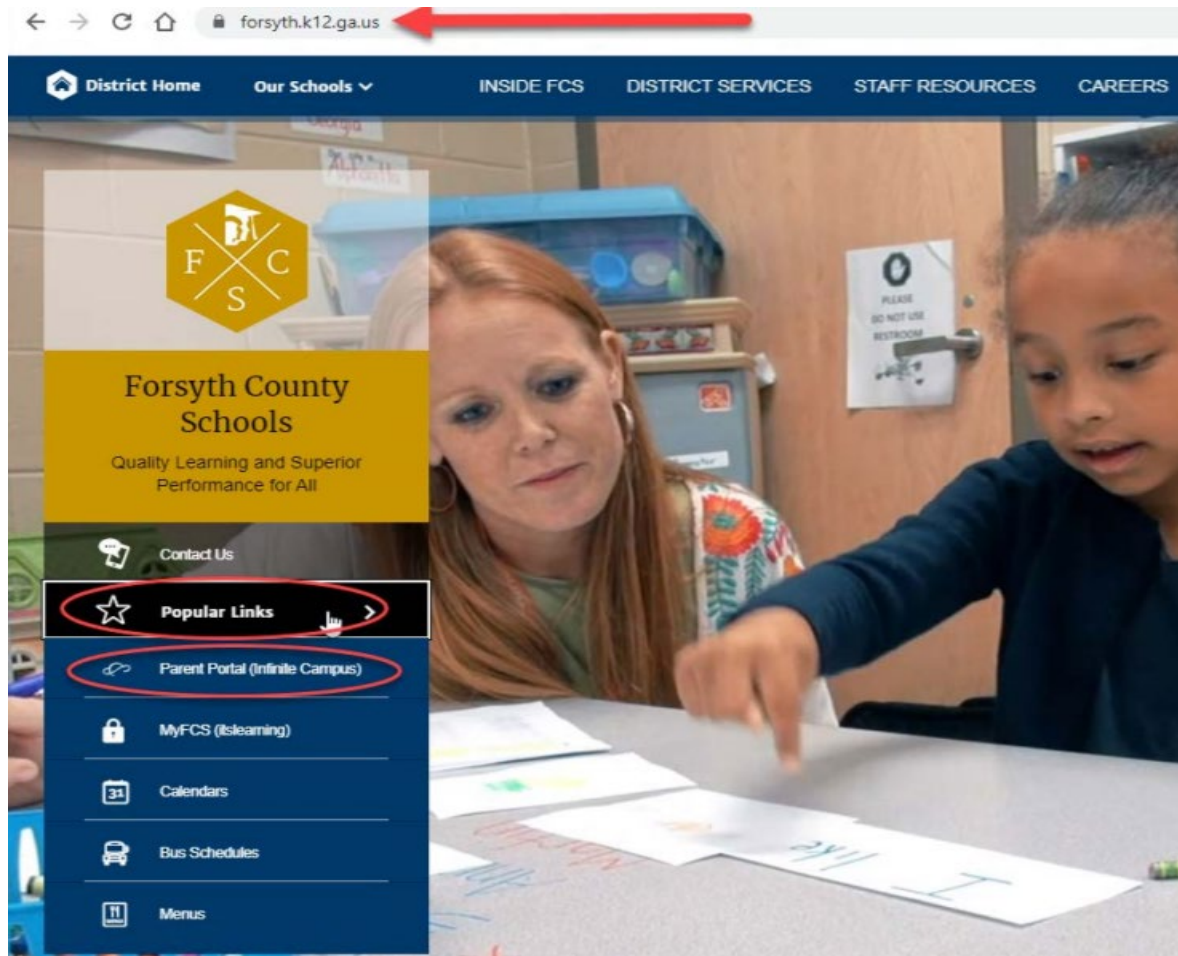


Parent Portal Instructions – Updating Emergency Contact Priority for Non-Household Contacts

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?](#)

Friday 05/08/2020

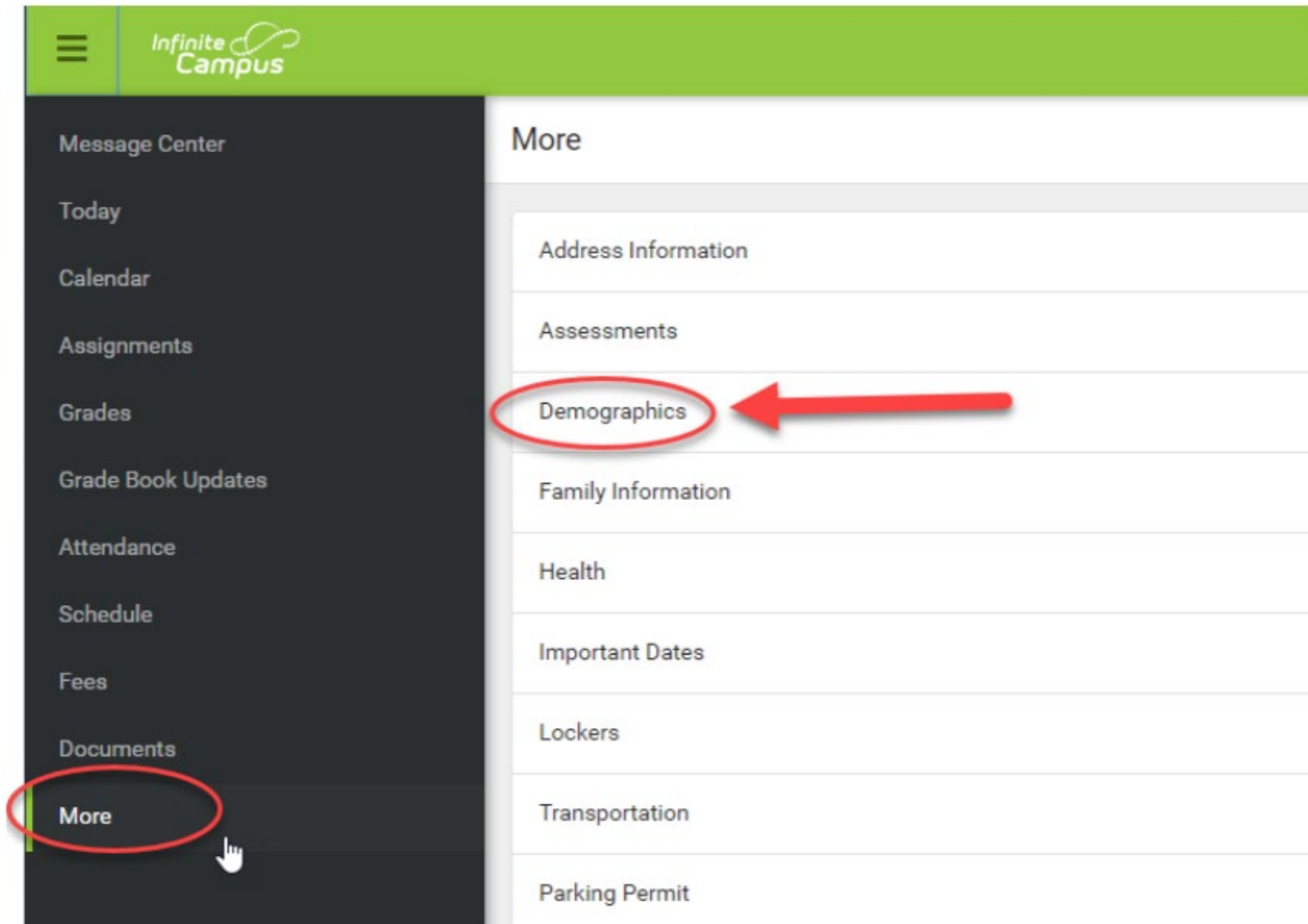
If you do not have a Parent Portal account please

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 More on the menu in the left column and then click on Demographics. Once inside Demographics, you can update contacts associated with your student. You can also remove a contact from this menu. Note all changes are approved through the Student Information System Department and are verified by reviewing parent/guardian information along with the most recent custody agreements (if applicable) that have been provided.



4. Once inside Student Demographics, you can update the Emergency Priority Contact Order of those who are emergency contacts that do not reside in your household. Each contact has a section. Go to the section of the person whose information needs to be updated and hit the update button below his/her name.

< Back

Student Demographics

*****When adding a new contact, add at least one phone number (required) for the contact.**

*Spouses/Significant others are not listed as guardians of each other.
*Siblings are not listed as guardians of each other.

Legal Name
[Redacted]

Birthday [Redacted] Gender [Redacted]

Non-Household Relationships

Relationship	Phone	Email	Update
Aunt/Child [Redacted]	[Redacted]	[Redacted]	<input type="button" value="Update"/>
Grandparent/Grandchild [Redacted]	[Redacted]	[Redacted]	<input type="button" value="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 'Update Contact' form in the Infinite Campus system. The form is titled 'Update Contact' and has a '< Back' link at the top left. The form fields are as follows:

- First Name *
- Last Name *
- Middle Name
- Suffix
- Gender *
- Cell Phone
- Work Phone
- Other Phone
- Email Address
- Secondary Email Address
- Relationship Type *
Relationship between
Aunt/Child
- Legal Guardian Relationship
This indicates whether the person is a guardian of this student.
No
- Emergency Priority** (highlighted in yellow)
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

At the bottom of the form, there are three buttons: 'Update' (circled in blue), 'Cancel', and 'Remove'.