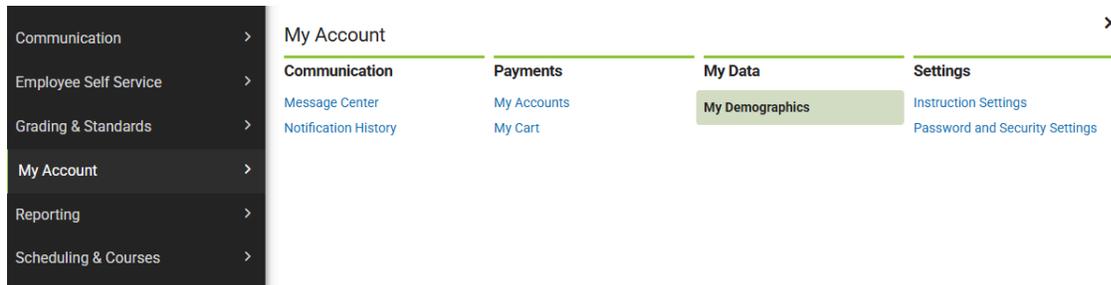
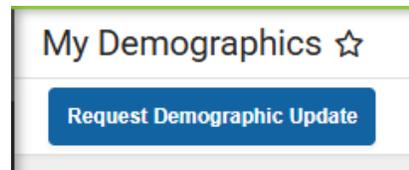


Teachers - Receive Infinite Campus Alerts

1. Login to Infinite Campus, click on “My Account”, then choose “My Demographics” under My Data.



2. At the top of the page, click the “Request Demographic Update” button to make any changes on this page. (ONLY change data in the personal contact information box at the bottom)



3. Select “I am adding or correcting my information”

Demographic - New Record Request

Brief Description

***Update Type**

I am adding or correcting my information.

My legal name has changed.

4. Scroll down to the “Personal Contact Information” box. Most likely you only need to sign up for Emergency. Be sure to check the boxes for voice, text, or email next to the phone numbers or email addresses you use.

Choose the delivery method you prefer for each message type

Emergency - weather, school cancellations

Attendance & Behavior - only used if your children are students in the district

Staff - not being used at this time

General - notifications related to activities and other general information

Food Service - low lunch balance notifications

Priority - not being used at this time

Teacher - notifications from teachers

Personal Contact Information		Messenger Preferences Contact Reasons								
Contact Information	Private	Delivery Device	Emergency	Attendance	Behavior Messenger	Staff	General	Food Service	Priority	Teacher
Email: [Redacted]	<input type="checkbox"/>	Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Secondary Email: [Redacted]	<input type="checkbox"/>	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: (712) [Redacted] x [Redacted]	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Scroll back up to the top and click “Save Request” in order to submit the changes. (NOTE: The tech department has to approve all changes so you will not see an update right away.)

