



How to change Parent Contact information on the Parent Portal?

Manage your contact preference by selecting the desired language and when you receive a message, and how you receive that message (phone call, email, or text message).

1. From the Settings, select Contact Preference.
2. Review existing contact information (phone numbers and email addresses), enter any updates and mark your desired Messenger Preferences.

The screenshot displays the Infinite Campus Parent Portal interface. On the left, a 'Settings' menu is visible with options for Account Settings, Contact Preferences, Current Devices, and Notification Settings. The 'Contact Preferences' form is open, showing fields for Cell Phone, Work Phone, Other Phone, Email Address, and Secondary Email Address. Below these fields, there is a 'Preferred Language' dropdown menu set to 'US English' and a 'Message Preferences' section with radio buttons for 'Phone' and 'Email'.

3. When phone and email changes are made, an email notification acknowledging the change is sent to the individual, alerting them to changes they may not have made.