

Updating Contact Preferences in Parent Portal

If you receive phone calls from parents that want their contact information updated in Infinite Campus, you have to change their phone numbers within Infinite Campus but parents can set their own preferences as to when and how they are contacted for the different numbers.

When logged into the Campus Portal the parent would click on Contact Preferences then for each number or the email address listed select the type of notifications they want to receive. This updates the contact preferences for this individual only. So a mother would need to update her preferences and a father would need to have a separate account to update his preferences.

The screenshot shows the Infinite Campus Parent Portal interface. The left sidebar contains navigation links: Family, Messages (with a red notification badge), Calendar, To Do List, User Account, Account Management, and Contact Preferences. The main content area is titled "Message Contact Preferences" and includes an "Email Address" input field. Below this, instructions state that users should select how they prefer to receive messages (High Priority, Attendance, General, Teacher, Text (SMS)) for each type of message. A table allows users to select these preferences for Household Phone, Cell Phone, Work Phone, and Email. A "Preferred Language" dropdown is set to "US English", and a "Save" button is at the bottom.

Message Contact Preferences

Email Address:

Instructions:

For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message. You may select to receive a message on more than one device. To change or add a phone number you will need to contact your school's administrative offices.

Please check the Text(SMS) check box if you would like to receive text messages sent by the school.

- If Text (SMS) option is enabled message and data rates may apply. Charges are dependent on your service plan which may include fees from your carrier to send and receive these text (SMS) messages.
- To opt out uncheck the text (SMS) box anytime.
- For support contact your district.

	High Priority	Attendance	Behavior	General	Teacher	Text (SMS)
Household Phone <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work Phone <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language: US English