



SCUSD Student Information System

Updating Phone, SMS and E-Mail Contact Information and Preferences

The district provides Self Service functionality to permit parent/guardians to update email and contact information. Household Contact Information, Individual Contact Information and Contact Preferences are updated separately. Below please find instructions for each option.

NOTE: If you are an SCUSD employee, you must use your work email as the primary email address.

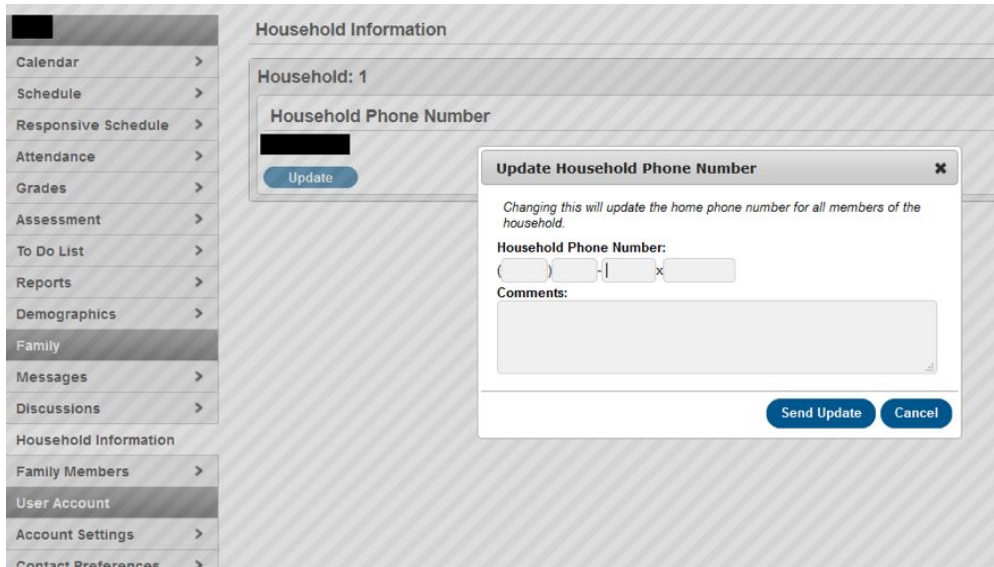
1. To begin, log in to the Parent Portal at <http://portal.scusd.edu>

A screenshot of the Infinite Campus login page. The page has a green header with the "Infinite Campus" logo. Below the header is a white login form with two input fields: "Username" and "Password". Below the password field is a "Sign In" button with a red double arrow icon.

To Update Household Contact information:

Update the primary number associated with entire household and all students listed within the household.

1. Go to **Household Information** tab



The screenshot shows a web interface with a sidebar menu on the left and a main content area. The sidebar menu includes items like Calendar, Schedule, Responsive Schedule, Attendance, Grades, Assessment, To Do List, Reports, Demographics, Family, Messages, Discussions, Household Information, Family Members, User Account, Account Settings, and Contact Preferences. The 'Household Information' tab is selected. The main content area displays 'Household: 1' and 'Household Phone Number' with a redacted phone number and an 'Update' button. An 'Update Household Phone Number' dialog box is open, containing a warning message, a phone number input field with a redacted number, a 'Comments' text area, and 'Send Update' and 'Cancel' buttons.

2. Click **Update**
3. Enter new phone number
4. Click **Send Update**

To Update Contact Information (Phone and E-mail) for Family Members:

Contact information for each individual listed in the system must be updated separately.

1. Go to **Family Members** tab

Family Members

Household: 1

Cell Phone :	Email :
Work Phone :	Secondary Email :
Other Phone :	
<input type="button" value="Update"/>	

Cell Phone :	Work Phone :	Email :	Secondary Email :
Other Phone :			
<input type="button" value="Update"/>			

Cell Phone :	Work Phone :	Email :	Secondary Email :
Other Phone :			
<input type="button" value="Update"/>			

2. Click **Update**

Update Contact - [Redacted]

Demographic information for enrolled students can be viewed and modified in the Demographics area of the Campus portal.familyData.

Cell Phone :
() - x

Work Phone :
() - x

Other Phone :
() - x

Email Address:

Secondary Email Address:

Comments:

3. Enter/update information
4. Click **Send Update**

Update Contact Preferences for Email, SMS and Phone Communications:

For each type of message, please indicate how you prefer to receive that message.

1. Go to **Contact Preferences** tab

Message Contact Preferences

Successfully saved contact information.

Email Address:

Secondary Email Address:

Instructions:

For each type of message (Emergency, Attendance, Behavior, General Notification, Priority Notification, 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.

		Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
Cell Phone (555)255-1996	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Text (SMS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email (email@infinitecampus.com)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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.

2. Select which type of messages to receive
3. Select **Preferred Language**
4. Click **Save**