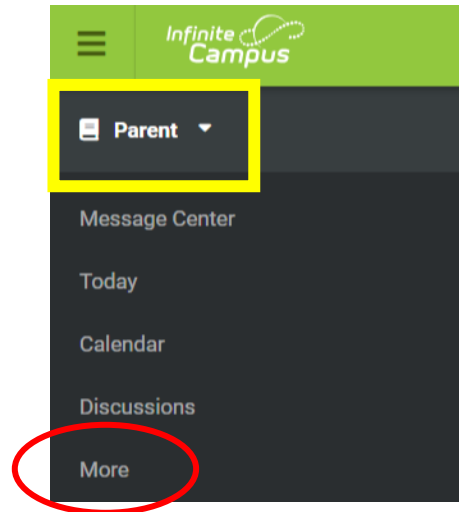


ADD EMERGENCY CONTACT INFORMATION

STEP 1

Login to your Parent Portal Account. Then, click **More** in the black left menu bar.

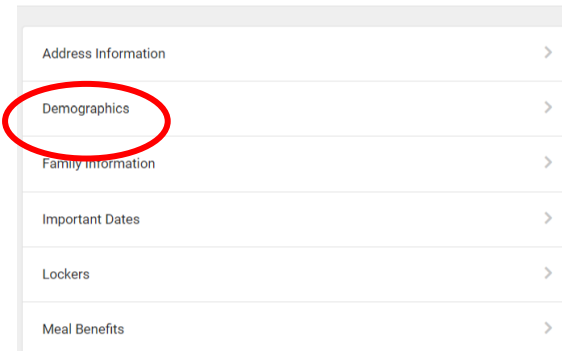
Please make sure that you are always in **PARENT**.



STEP 2

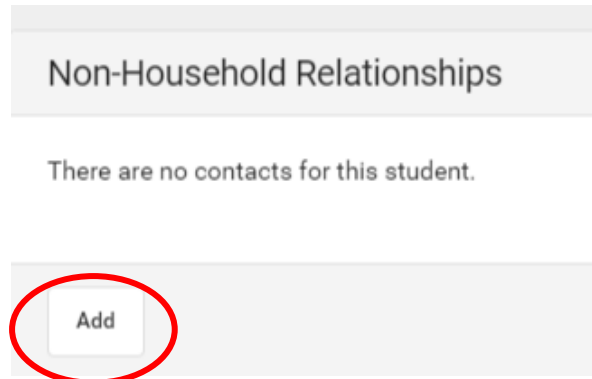
Click **Demographics**.

More



STEP 3

Scroll down to **Non-Household Relationships** and click **Add**.



STEP 4

First, enter the contact information for your student's emergency contacts.

(IMPORTANT: Please add emergency contacts for each student in your household)

Then, click **Add**. Repeat this process to add more emergency contacts. You will need to add emergency contacts for each student in your household. Contacts will be reviewed and updated in your account within 1-2 weeks.

PLEASE NOTE THE FOLLOWING:

- Phone numbers **MUST** be entered, but email is not required
- Under Relationship Type, select **Emergency Contact** (please disregard all other options)
- Under Emergency Priority, please start with **number 3**. Parents/guardians are numbers 1 and 2.
- When complete, Click the blue **Add** button.

Add Contact

First Name *

❗ First Name is required

Enter First Name and Last Name.

Last Name *

Middle Name

Suffix

Gender *

Enter Gender.

Cell Phone

Work Phone

Other Phone

Enter the phone numbers for the Emergency Contact.

Email Address

Email Address is NOT required.

Secondary Email Address

Relationship Type *

Relationship between this person and Han Solo.

Select **Emergency Contact** for Relationship Type. Please disregard all other options.

Legal Guardian Relationship

This indicates whether the person is a guardian of this student.

Emergency Priority

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).

Please start with number **3**. Parents/guardians are numbers 1 and 2.

STEP 5

To change students in your portal. Click on the student's name in the upper-corner corner of the screen. In the drop-down menu, click on the student's name.

The screenshot displays the Infinite Campus Parent Portal interface. The top navigation bar is green and contains the Infinite Campus logo, a notification bell, and a user profile icon. The user profile icon is circled in red, and its dropdown menu is open, showing the names 'Leia Organa' and 'Luke Skywalker'. The main content area is titled 'Student Demographics' and includes instructions on how to update student information. Below the instructions, there is a table of demographic data for Luke Skywalker, followed by an 'Update' button. At the bottom, there is a section for 'Non-Household Relationships' with a table and an 'Update' button.

Student Demographics

This screen show you the demographic information for your student.

Please make sure to "End Date" the existing non-household contact for your student before adding the new contact.

Here are the steps to add a non-household contact:

1. After navigating to your student demographic tab, click on UPDATE next to the non-household members name.
 1. To Remove a contact click the REMOVE button —then Send Update and then click on the Add Contact and click on Send Update.
 2. To Update an existing contact's information click the UPDATE button
 3. To add a new contact, click the ADD button and type in the new contact's information.
2. For additional children, follow the above steps as applicable.

Please note that all requests go through an approval process and could take up to a week to process. You will receive a notification in the inbox on the portal when your request has been processed. Thank you.

Legal Name Luke Skywalker	Gender Male	Hispanic/Latino N
Birthday 07/01/2000		
Race White		

Non-Household Relationships

Relationship Grandfather Obi-wan Kenobi Emergency Priority 3	Phone No data	Email No data	<input type="button" value="Update"/>
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