

HOW TO UPDATE INFINITE CAMPUS INFORMATION

1. Log into your Parent Portal. If you are unsure of your username or password, please contact the appropriate building secretary.

The screenshot shows the Infinite Campus Parent Portal interface. At the top, the user is identified as Susan Sara Sample, with contact information for 13-14 The Vanguard School (Student Number: 503335, Grade: 11). A 'Sign Out' button is visible. The left sidebar contains a navigation menu with options like Calendar, Schedule, Attendance, Health, Transportation, Reports, Demographics, Family, Messages, Household Information, Family Members, User Account, and Contact Preferences. The main content area is titled 'Demographics' and displays 'Susan Sara Sample'. It is divided into two sections: 'Personal Information' and 'Non-Household Contacts'. The 'Personal Information' section shows fields for Legal Name (Susan Sara Sample), Date of Birth (09/28/1996), Gender (F), Hispanic/Latino (Y), and Race(s) (Asian), with an 'Update' button. The 'Non-Household Contacts' section shows a contact named Beatrice Taylor with fields for Work Phone, Cell Phone (719)555-1818, Other Phone, Email, Relationship with Susan (Aunt), Guardian (No), Contact Order, and Secondary Email, with 'Update', 'Remove', and '+ Add Contact' buttons.

2. Click on Demographics.
3. Click on Update.
4. Edit current information as needed.

The screenshot shows the 'Update Demographics' form. It includes a title bar with a close button. The form contains several fields: 'First Name' (Susan), 'Middle Name' (Sara), 'Gender' (Female), 'Is the individual Hispanic/Latino?' (Y: Yes), 'Last Name' (Sample), 'Suffix' (dropdown), 'Date of Birth' (09/28/1996), and 'Race(s)' (checkboxes for American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White). A 'Comments' text area is at the bottom. At the bottom right, there are 'Send Update' and 'Cancel' buttons.

5. Click on Send Update.
6. Continue to update information by clicking on Household Information, Family Members, and Contact Preferences which are located on the left side of your screen.
7. Changes will not be seen in your portal until administrative approval and verification.

The screenshot shows a confirmation message titled 'Request Sent'. The text reads: 'Your request has been sent. Please note that changes may go through a review process and may not be visible on the portal immediately.' An 'OK' button is located at the bottom right.