

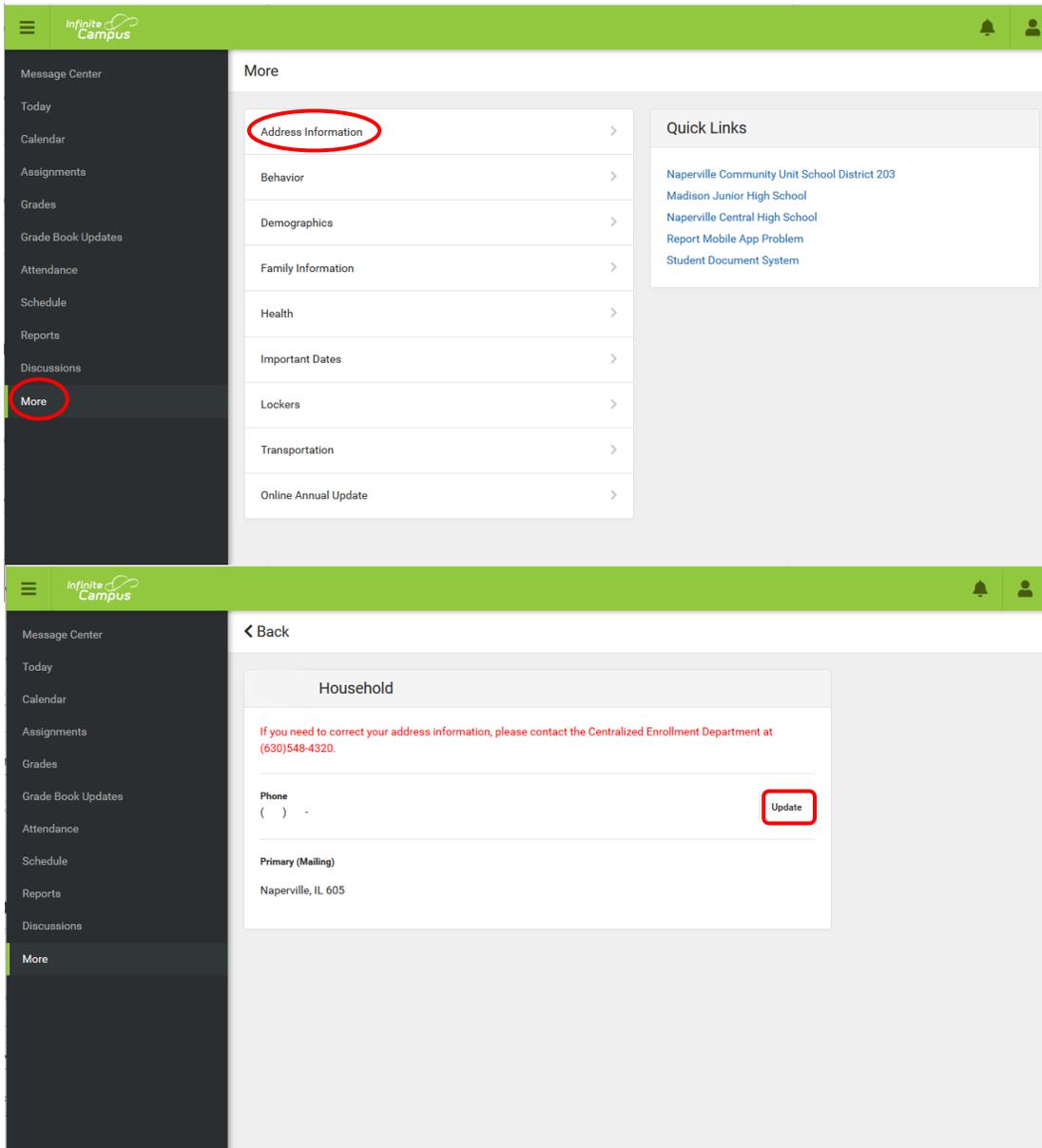
# Infinite Campus Parent Portal - Updating Your Personal Information

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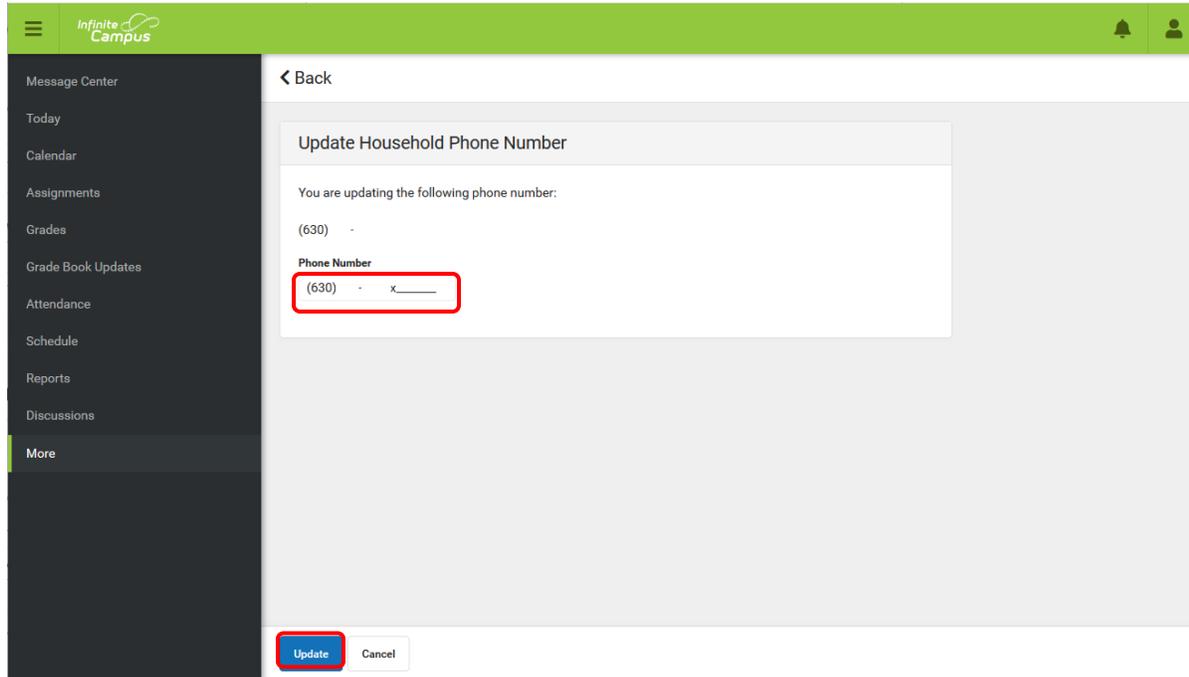
## Updating Household Phone Number

1. Login to the Campus Parent portal,  
<https://infinitecampus.naperville203.org/campus/portal/naperville.jsp>
2. Select **More** menu and then **Address Information**.
3. Click **Update** next to the phone number



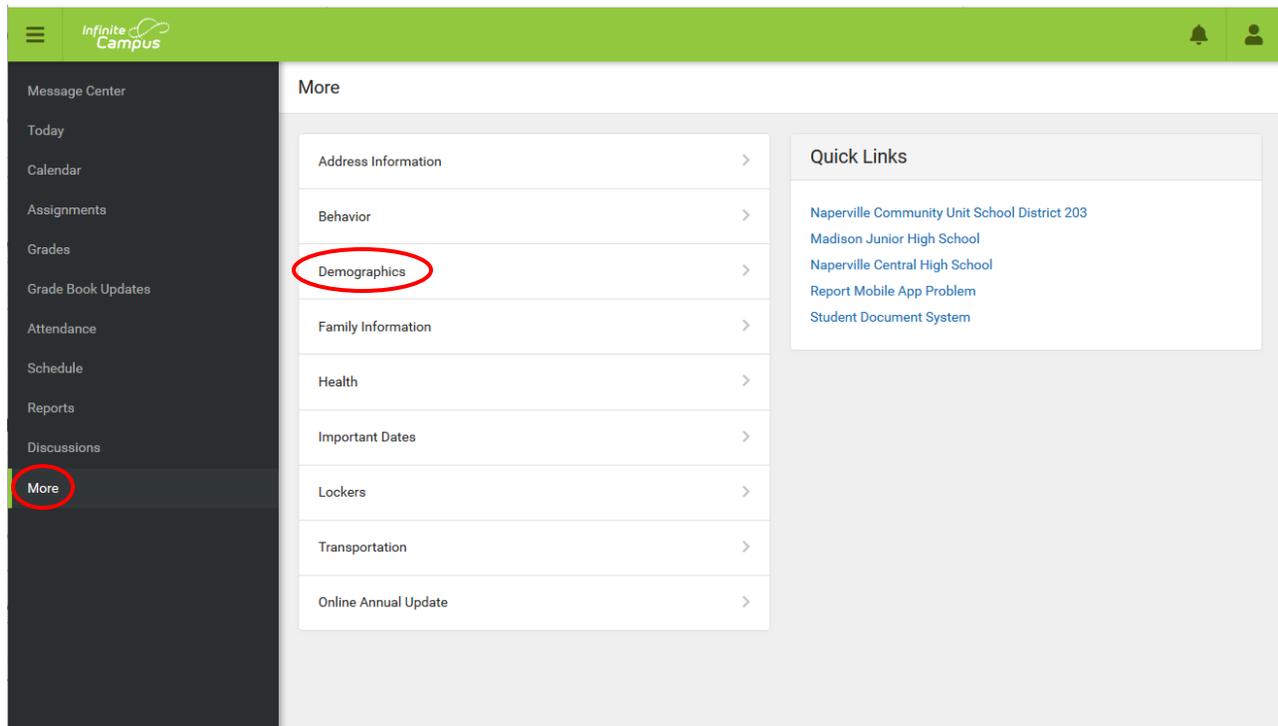
# Infinite Campus Parent Portal - Updating Your Personal Information

4. Change your number and click **Update**. This information will be updated in Campus Parent once the changes have been reviewed and approved by the district office.



## Updating Demographics Information

1. Select **More** and then **Demographics**.



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2. Click **Update** next to the contact to change the information.

The screenshot shows the Infinite Campus Parent Portal interface. On the left is a dark sidebar with navigation options: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Reports, Discussions, and More. The main content area has a green header with the Infinite Campus logo and a user profile icon. Below the header is a 'Back' button and a 'Student Name' dropdown. The main content is divided into two sections: 'Student Demographics' and 'Non-Household Relationships'. The 'Student Demographics' section contains a red warning message and a form with fields for 'Legal Name', 'Birthday' (01/03/20), and 'Gender' (Male). The 'Non-Household Relationships' section contains a table with two rows. The first row has 'Relationship' (Emergency), 'Phone' (Cell: ( ) - , Work: ( ) - ), 'Email' (@gmail.com), and an 'Update' button highlighted with a red box. The second row has 'Relationship' (Emergency), 'Phone' (Cell: ( ) - ), 'Email' (No data), and an 'Update' button.

3. Update details as necessary or remove the relationship, then click **Update**.

The screenshot shows the Infinite Campus Parent Portal interface with the 'Update' form for a relationship. The sidebar and header are the same as in the previous screenshot. The main content area has a 'Back' button and a 'Student Name' dropdown. The form contains the following fields: 'Email Address' (with @gmail.com), 'Secondary Email Address' (with user@example.com), 'Relationship Type\*' (Emergency), 'Legal Guardian Relationship' (No), 'Emergency Priority' (4), and 'Comments' (a text area). At the bottom of the form are three buttons: 'Update' (highlighted with a red box), 'Cancel', and 'Remove'.

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4. To Add a **Non-Household Relationship**, click **Add** at the bottom of the page. Input the information and click **Add**. This information will be updated in Campus Parent once the changes have been reviewed and approved by the district office.

The screenshot shows the 'Add Contact' form in the Infinite Campus Parent Portal. The form includes the following fields: First Name\* (with a red error message 'First Name is required'), Last Name\*, Middle Name, Suffix (dropdown), Gender\* (dropdown), Cell Phone (with a placeholder '( ) - - X'), and Work Phone. At the bottom of the form, there are two buttons: 'Add' (highlighted with a red box) and 'Cancel'. The left sidebar contains a menu with options: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Reports, Discussions, and More.

## Updating Your Family Information

1. Select **More** then select **Family Information**.

The screenshot shows the 'More' menu in the Infinite Campus Parent Portal. The menu items are: Address Information, Behavior, Demographics, Family Information (circled in red), Health, Important Dates, Lockers, Transportation, and Online Annual Update. To the right of the menu is a 'Quick Links' section with the following links: Naperville Community Unit School District 203, Madison Junior High School, Naperville Central High School, Report Mobile App Problem, and Student Document System. The left sidebar contains a menu with options: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Reports, Discussions, and More (circled in red).

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2. Select Update next to the **Contact** information, make changes, and click **Update**. Please keep in mind the data does not automatically update the system records. This information will be updated in Campus Parent Porta once the changes have been reviewed and approved by the district office.

Message Center  
Today  
Calendar  
Assignments  
Grades  
Grade Book Updates  
Attendance  
Schedule  
Reports  
Discussions  
More

< Back

### Information

If someone in your household is no longer in your household or is new, please contact the Centralized Enrollment Department at (630)548-4320 to have this information updated. **PLEASE DO NOT OVERWRITE** a person's name with a new name. Any changes where names are overwritten **WILL BE denied**.

Please **DO NOT** make any changes to the student's primary email. If this email is changed, it may prevent them from logging into other systems in the district.

#### Contact Information

Phone	No data	Email	@stu.naperville203.org	Update
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#### Relationships

Relationship	Parent/Child (Guardian)	Phone	Work: ( ) -	Email	@ .com	Update
Emergency Priority 1						
Relationship	Parent/Child (Guardian)	Phone	Cell: (630) - Work: (630) -	Email	@@ .net	Update
Emergency Priority 2						

Message Center  
Today  
Calendar  
Assignments  
Grades  
Grade Book Updates  
Attendance  
Schedule  
Reports  
Discussions  
More

< Back

### Update Family Relationship

**Relationship Type \***  
Relationship between \_\_\_\_\_ and \_\_\_\_\_  
Parent/Child

**Legal Guardian Relationship**  
This indicates whether the person is a guardian of this student.  
Yes

**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).  
1

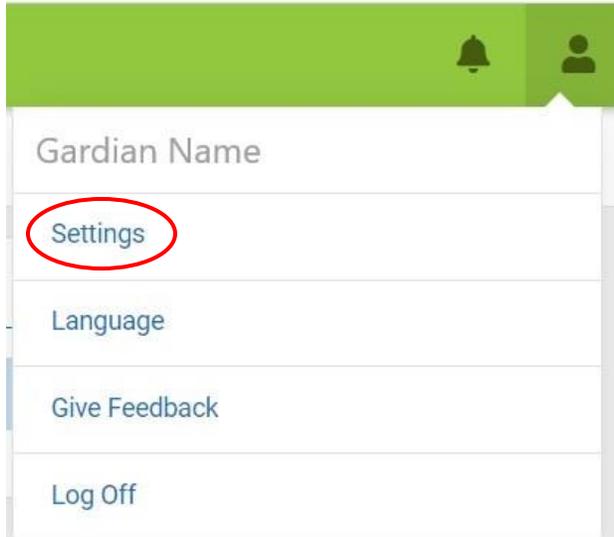
**Comments**

Update Cancel

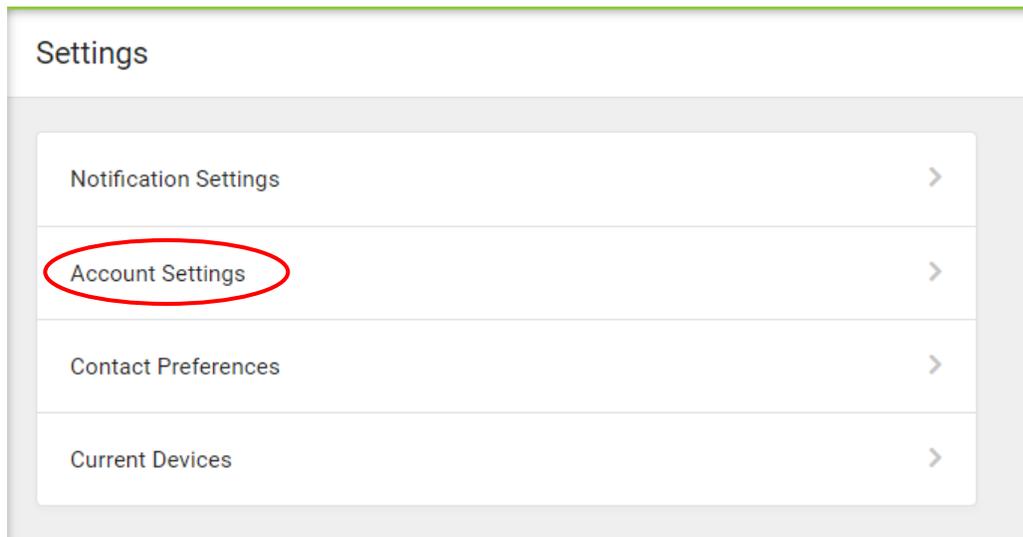
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## Updating Your Contact Preferences (email address)

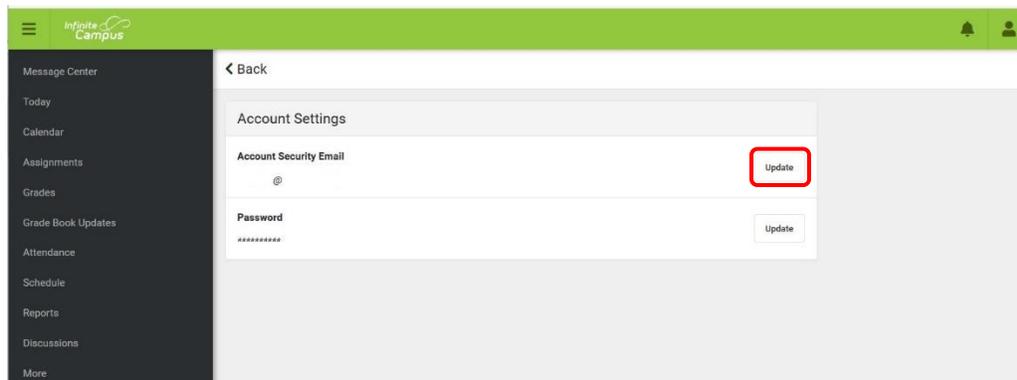
1. Select **User Icon** . Here you can update settings like Notification Settings, Language, Account Settings, and Contact Preferences. Select **Settings**.



2. Select **Account Settings**



3. Select **Update** for email address or password to make changes



# Infinite Campus Parent Portal - Updating Your Personal Information

4. Enter New Account Security Email, Confirm New Account Security Email, and Enter Campus Password. Click Save.

Update Email

Please enter the email address that can be used for security purposes. An email will be sent to verify the change.

Current Account Security Email

@

New Account Security Email \*

Confirm New Account Security Email \*

Enter Campus Password \*

Save

5. Select **Contact Preferences** to update. Check or Uncheck your preferences and click Save.

Contact Preferences

Preferred Language

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

US English

Message Preferences

For each notification type, select how you prefer to receive messages by checking Voice, Text (SMS), or Email.

If the 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 text messages. To opt out, uncheck the Text (SMS) box at any time.

Email

PRIMARY EMAIL ADDRESS	EMAIL
SDGARDNER@NAPERVILLE203.ORG	
Priority	<input checked="" type="checkbox"/>
Attendance	<input type="checkbox"/>
General	<input checked="" type="checkbox"/>
Teacher	<input checked="" type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>

Save