

Infinite Campus Portal

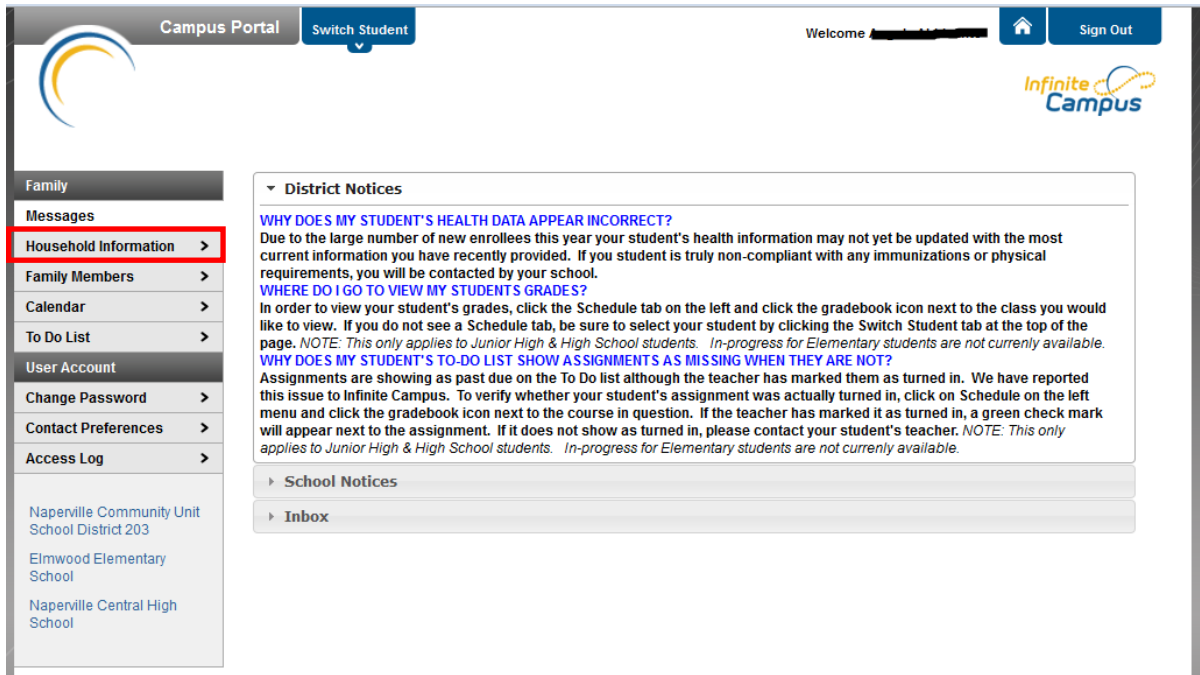
Updating Your Personal Information

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Updating Your Household Phone Number

1. Log on to the portal and click the Household




2. Next click the Update button for the household phone number

Infinite Campus Portal

Updating Your Personal Information

Campus Portal [Switch Student](#) Welcome [redacted] [Home](#) [Sign Out](#)



Family

- Messages >
- Household Information
- Family Members >
- Calendar >
- To Do List >

User Account

- Change Password >
- Contact Preferences >
- Access Log >

Naperville Community Unit School District 203
Elmwood Elementary School
Naperville Central High School

Household Information

Household: Abbinante

Household Phone Number

(630) [redacted]-4[redacted]7

[Update](#)

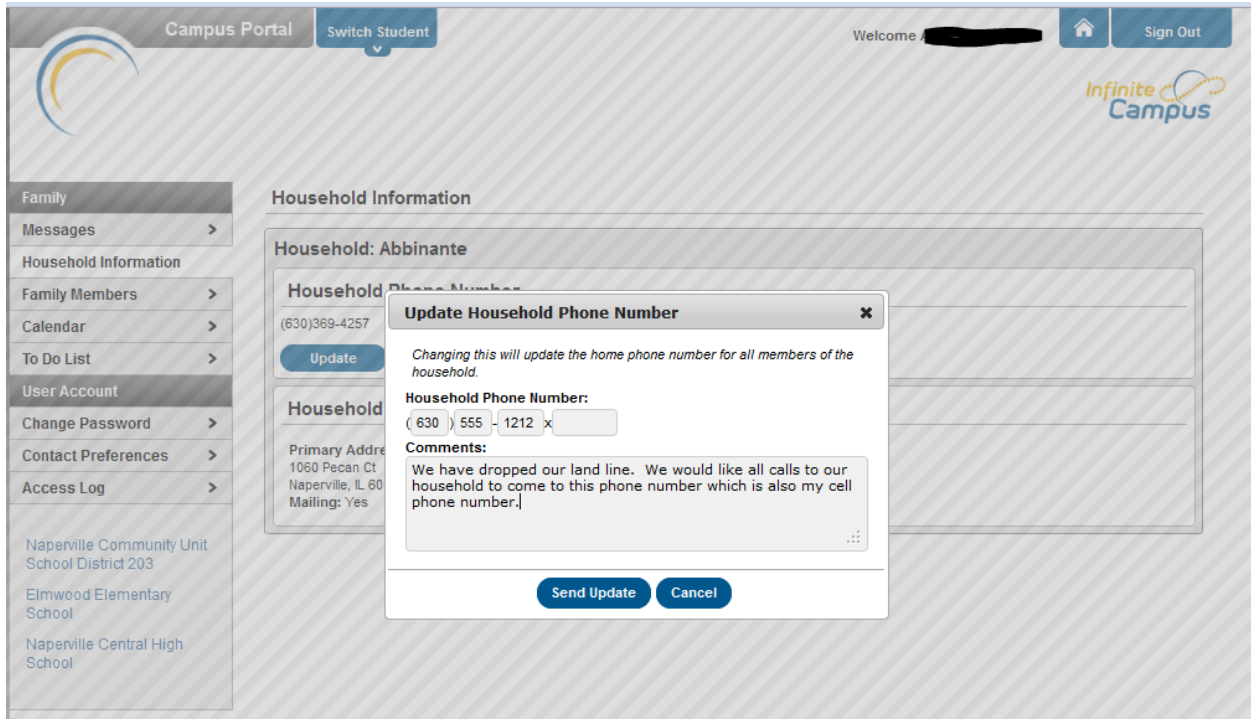
Household Address

Primary Address
1060 [redacted]
Naperville, IL 60540
Mailing: Yes

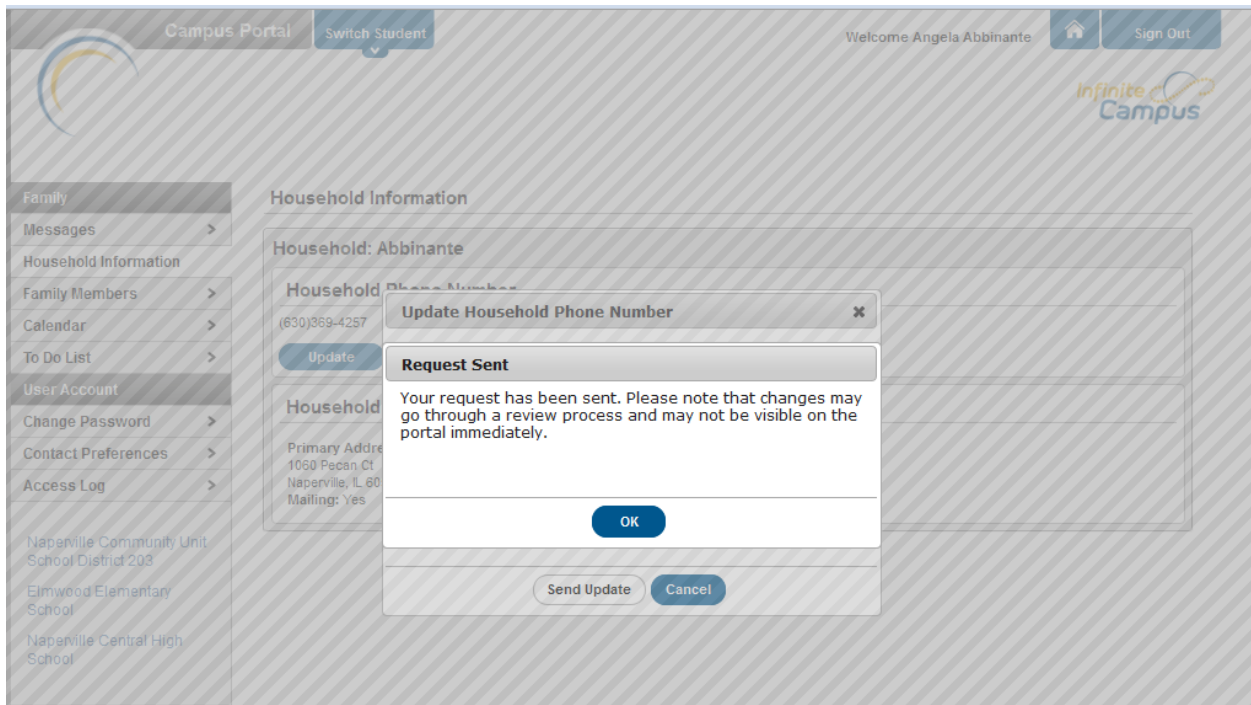
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3. Change your number and add any comments to let the school if this phone number is not the landline into the house. Click Send Update button



4. You will receive a message indicating the change was submitted and will be reviewed before being updated. *NOTE: you will not see changes immediately.*



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Updating Your Personal Information

Updating Your Contact Information for You and Your Family

1. On the navigation on the left, click the Family Members tab.

The screenshot shows the Infinite Campus Portal interface. On the left, a navigation menu lists various options, with 'Family Members' highlighted in red. The main content area features a 'District Notices' section with several informational links and a list of 'School Notices' and 'Inbox' items.

2. Click your name or other family members' names to update their phone numbers or emails, then click the Update button

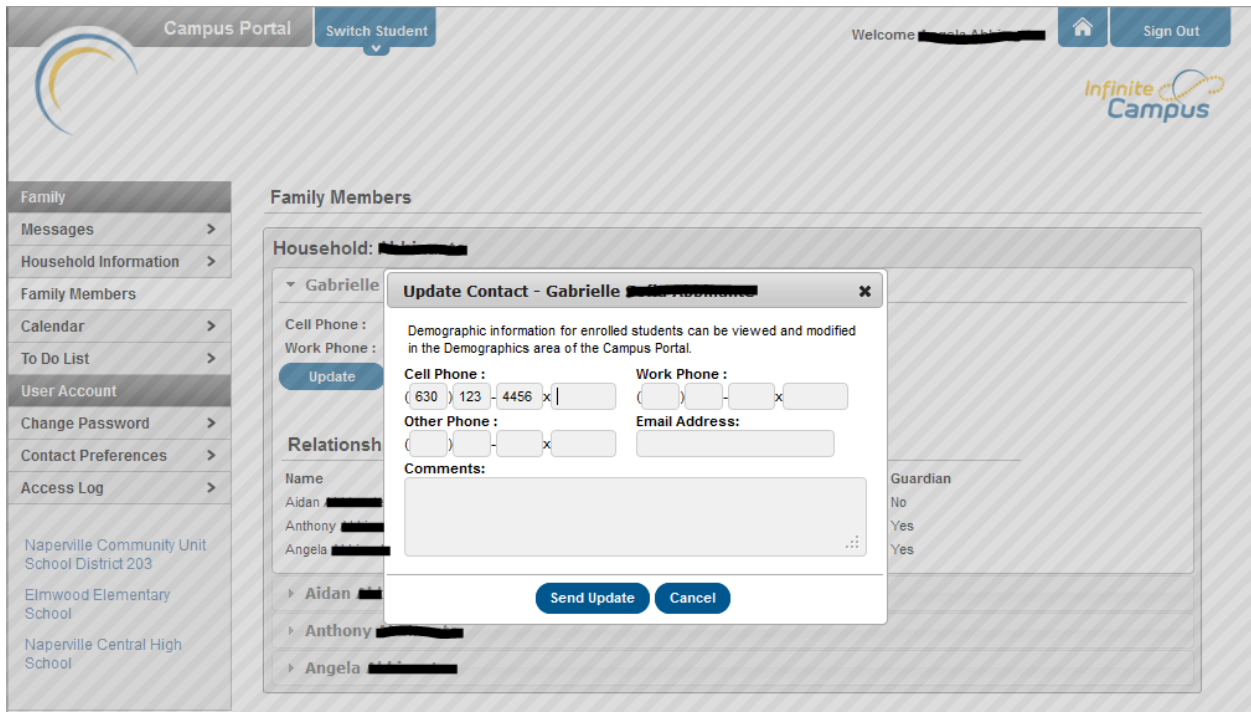
The screenshot shows the 'Family Members' page in the Infinite Campus Portal. The 'Update' button is highlighted in red. Below the 'Relationships' table, the names 'Aidan', 'Anthony', and 'Angela' are highlighted with red boxes.

Name	Relationship	Contact Order	Guardian
Aidan [REDACTED]	Sibling		No
Anthony [REDACTED]	Parent/Child	1	Yes
Angela [REDACTED]	Parent/Child	2	Yes

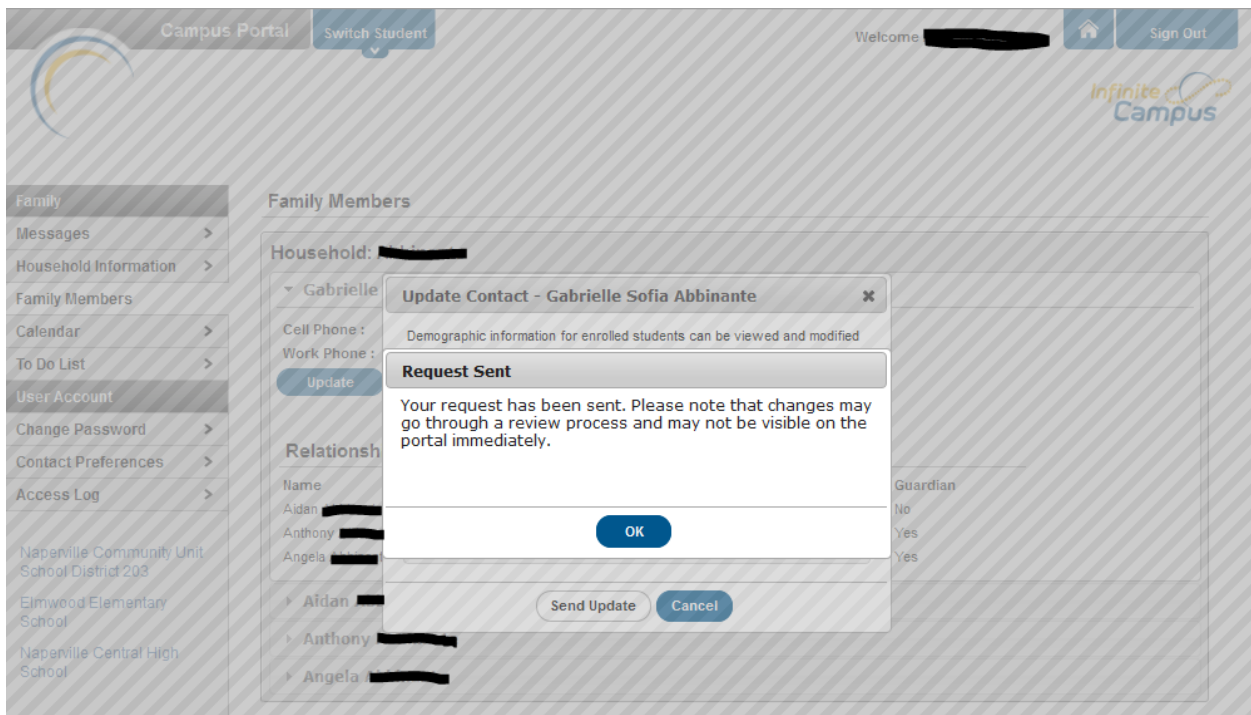
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3. Enter the correct data and click Send Update.



4. You will receive a message indicating the change was submitted and will be reviewed before being updated. *NOTE: you will not see changes immediately.*



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Updating Your Contact Preferences(email address)

1. On the navigation on the left, click the Contact Preferences tab.

The screenshot shows the Infinite Campus Portal interface. On the left, a navigation menu lists various options: Family, Messages, Household Information, Family Members, Calendar, To Do List, User Account, Change Password, **Contact Preferences** (highlighted with a red box), and Access Log. Below these are school names: Naperville Community Unit School District 203, Elmwood Elementary School, and Naperville Central High School. The main content area features a 'District Notices' section with several informational links and a 'School Notices' section with an 'Inbox' link.

2. Change the information you would like and click Save. *Note: This information is updated immediately.*

The screenshot shows the 'Message Contact Preferences' page. The 'Email Address' field contains 'mynewemail@mail.com'. Below this is an 'Instructions' section: 'For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message.' A table follows with columns for 'High Priority', 'Attendance', 'Behavior', 'General', and 'Teacher'. The first row, for email 'mynewemail@mail.com', has checkmarks in all five columns. Below the table is a note: '† 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.' The 'Preferred Language' dropdown is set to 'US English'. A 'Save' button is at the bottom.

	High Priority	Attendance	Behavior	General	Teacher
Email (mynewemail@mail.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Updating Emergency Contact Information For Your Children

1. Switch to your child's information by clicking the Switch Student tab. This will drop down a list of your children. Click the student you would like to modify

The screenshot shows the Infinite Campus Portal interface. At the top left, there is a 'Campus Portal' header with a logo. To its right is a 'Switch Student' dropdown menu. The dropdown menu is open, showing two options: 'Aidan' and 'Gabrielle'. The 'Gabrielle' option is highlighted with a red rectangular box. To the right of the dropdown menu, there is a 'Welcome' message followed by a blurred name, a home icon, and a 'Sign Out' button. The Infinite Campus logo is visible in the top right corner.

On the left side of the page, there is a navigation menu with the following items:

- Family
- Messages
- Household Information >
- Family Members >
- Calendar >
- To Do List >
- User Account
- Change Password >
- Contact Preferences >
- Access Log >

Below the navigation menu, there is a list of schools:

- Naperville Community Unit School District 203
- Elmwood Elementary School
- Naperville Central High School

The main content area on the right is titled 'District Notices' and contains several informational messages:

- WHY DOES MY STUDENT'S HEALTH DATA APPEAR INCORRECT?**
Due to the large number of new enrollees this year your student's health information may not yet be updated with the most current information you have recently provided. If you student is truly non-compliant with any immunizations or physical requirements, you will be contacted by your school.
- WHERE DO I GO TO VIEW MY STUDENT'S GRADES?**
In order to view your student's grades, click the Schedule tab on the left and click the gradebook icon next to the class you would like to view. If you do not see a Schedule tab, be sure to select your student by clicking the Switch Student tab at the top of the page. *NOTE: This only applies to Junior High & High School students. In-progress for Elementary students are not currently available.*
- WHY DOES MY STUDENT'S TO-DO LIST SHOW ASSIGNMENTS AS MISSING WHEN THEY ARE NOT?**
Assignments are showing as past due on the To Do list although the teacher has marked them as turned in. We have reported this issue to Infinite Campus. To verify whether your student's assignment was actually turned in, click on Schedule on the left menu and click the gradebook icon next to the course in question. If the teacher has marked it as turned in, a green check mark will appear next to the assignment. If it does not show as turned in, please contact your student's teacher. *NOTE: This only applies to Junior High & High School students. In-progress for Elementary students are not currently available.*


Below the notices, there are two expandable sections:

- > School Notices
- > Inbox

Infinite Campus Portal

Updating Your Personal Information

- From the Student's page, click the Demographics page



Gabrielle XXXXXXXXXX

11-12 Naperville Central


Student Number: XXXXXXXXXX5

Grade: 10

Switch Student

Welcome XXXXXXXXXX

Sign Out



Gabrielle

Calendar

- Schedule >
- Attendance >
- Behavior >
- Health >
- eTranscripts >
- Graduation Planner >
- Transportation >
- To Do List >
- Reports >
- Demographics >
- Family
- Messages >
- Household Information >
- Family Members >
- Calendar >
- To Do List >
- User Account
- Change Password >

October 2011

Assignment(s) Due Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						01
	02	03	04	05	06	07
	08			Institute Day - Full Day Parent-Teacher Conference	Parent-Teacher Conference	08
	Gabrielle [A]		Gabrielle [A]	Gabrielle [A]		
09	Holiday - Columbus Day	10	11	12	13	14
						15
	16	17	18	19	20	21
						22
	23	24	25	26	27	28
						29
	30	31				

Infinite Campus Portal

Updating Your Personal Information

- From the Demographics page, click Add Contact

The screenshot shows the Infinite Campus portal interface. At the top, the user's name 'Gabrielle' is displayed next to a 'Switch Student' button. The school is identified as '11-12 Naperville Central' with a student number of 5555 and grade 10. The 'Infinite Campus' logo is in the top right. On the left, a navigation menu lists various options like Calendar, Schedule, Attendance, etc. The main content area is titled 'Demographics' and contains a 'Personal Information' section with fields for Legal Name (Gabrielle [redacted]) and Date of Birth (12/29/1995). Below this is a 'Non-Household Contacts' section with a blue '+ Add Contact' button highlighted.

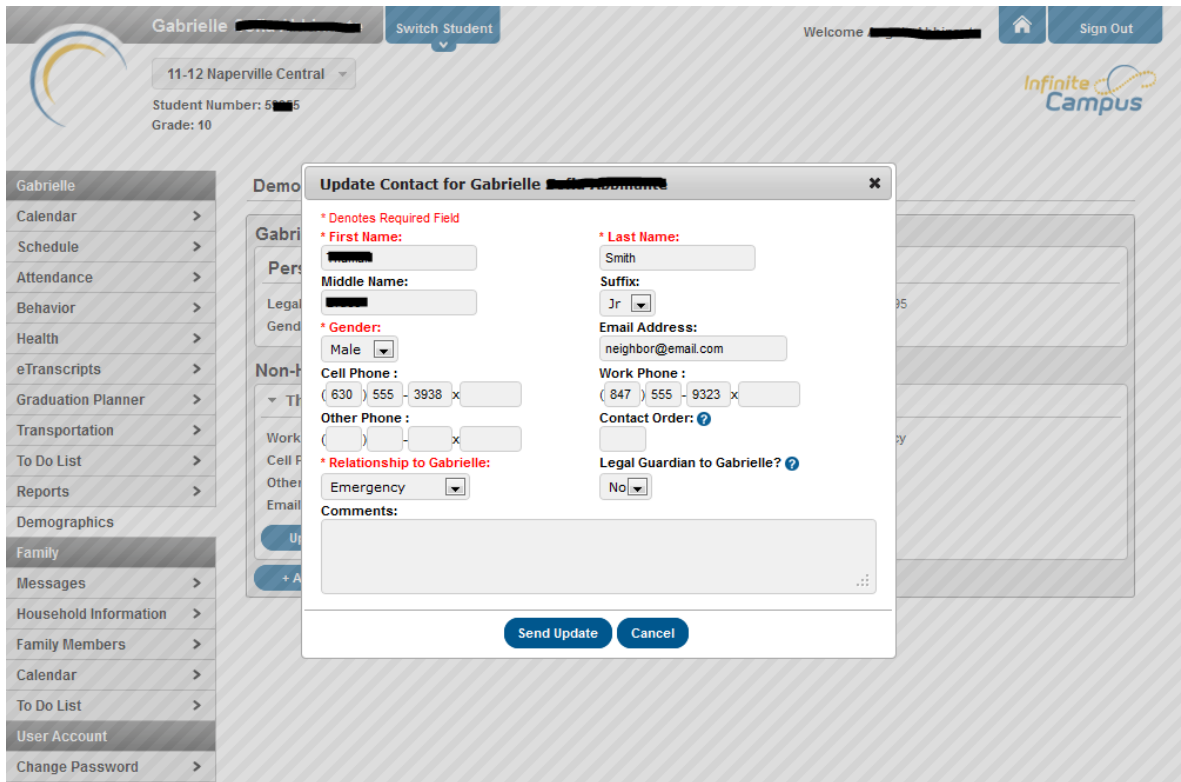
- To update an existing contact, click the Update button. To add a new contact, click Add Contact.

This screenshot shows the same Infinite Campus portal interface, but now with an existing contact listed under 'Non-Household Contacts'. The contact is 'Smith Jr' with a dropdown arrow next to the name. The contact details include: Work Phone: (847)555-9323, Cell Phone: (630)555-3938, Other Phone: [redacted], Email: neighbor@email.com, Relationship: Emergency, Guardian: No, and Contact Order: [redacted]. The 'Update' button is highlighted in blue.

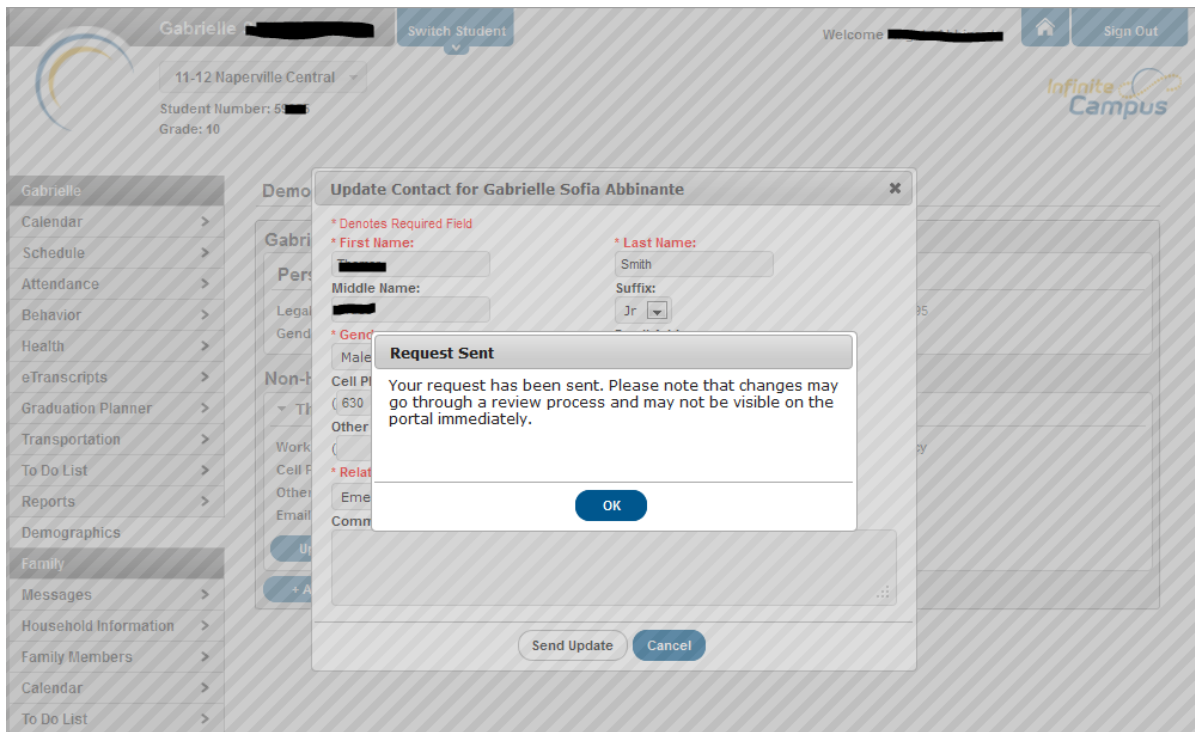
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5. Change the information and click Send Update



6. You will receive a message indicating the change was submitted and will be reviewed before being updated. *NOTE: you will not see changes immediately.*



Infinite Campus Portal

Updating Your Personal Information

Notification of Your Approved/Denied Change Requests

Once your request has been submitted, it will be reviewed by the District for accuracy and completeness. Once the district has approved or denied your change request, a message will be placed in your Inbox on your home Campus Portal page. You will need to click the Inbox area on the Home page to view the message.

The screenshot displays the Infinite Campus Portal interface. At the top, there is a navigation bar with "Campus Portal" and "Switch Student" buttons. The user is logged in as "Angela Abbinate" and can "Sign Out". The left sidebar contains a menu with categories: Family, Messages, Household Information, Family Members, Calendar, To Do List, User Account, Change Password, Contact Preferences, and Access Log. Below these are school affiliations: Naperville Community Unit School District 203, Elmwood Elementary School, and Naperville Central High School. The main content area shows "District Notices" with three items: "WHY DOES MY STUDENT'S HEALTH DATA APPEAR INCORRECT?", "WHERE DO I GO TO VIEW MY STUDENT'S GRADES?", and "WHY DOES MY STUDENT'S TO-DO LIST SHOW ASSIGNMENTS AS MISSING WHEN THEY ARE NOT?". Below the notices is a "School Notices" section with an "Inbox" link highlighted by a red box.

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The screenshot shows the Infinite Campus Portal interface. At the top, there is a navigation bar with "Campus Portal" and "Switch Student" buttons. On the right, it says "Welcome [redacted]" and has "Sign Out" and "Home" buttons. The Infinite Campus logo is in the top right corner. On the left, there is a sidebar menu with categories: Family, Messages, Household Information, Family Members, Calendar, To Do List, User Account, Change Password, Contact Preferences, and Access Log. Below the menu, it lists "Naperville Community Unit School District 203", "Elmwood Elementary School", and "Naperville Central High School". The main content area has sections for "District Notices" and "School Notices". The "Inbox" section is expanded and highlighted with a red border, showing a table of messages:

<input type="checkbox"/>	Date	Subject
<input checked="" type="checkbox"/>	10/24/2011	Your Household Phone Number request for [redacted] has been approved
<input checked="" type="checkbox"/>	10/24/2011	Your Family Contact request for [redacted] has been approved