**How to Update Family Information in Infinite Campus**

1. Log into your Parent Portal account. If you do not know your username or password, please contact your Building Secretary for assistance.
2. To change your address or phone number, click on the “More” button and then “Address Information”.

 

1. Click on “Update” for the information that needs to be updated. Enter the updated information and click “Update” when completed.

 

1. To add Non-Household relationships, click on “Demographics”.
2. To update phone numbers, emails, emergency priority, or relationships click on “Family Information”.
3. Changes to information may take 3-5 business days to be processed. **Please do not request the same change multiple times.**