

UPDATING INFINITE CAMPUS PERSONAL INFORMATION

To update Family Member contact information, including student cell phone numbers:

Sign into your Parent Portal account.

Choose **More** in the left panel.

Choose **Family Information**.

Click the **Update** button to the right of the person you are editing.

Make your changes, then click the **Update** button at the bottom of the screen.

The screenshot displays the Infinite Campus Parent Portal interface. On the left is a dark sidebar with a menu including: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Fees, Documents, and More. The main content area shows a list of family members with columns for Relationship, Phone, and Email. The first entry is Carol XXBandy (Guardian) with cell and other phone numbers and an email address. The second entry is Ilyssa XXBradford (Sibling) with cell and other phone numbers and no email. The third entry is Kelly XXBandy (Sibling) with no phone numbers and an email address. Below this list is a section for Kelly XXBandy's contact information, where the phone field is highlighted in yellow and contains 'No data', and the email field contains 'xxbandyk@parkwayschools.net' with a yellow 'Update' button to its right. Below the contact information is another list of family members, including Brett XXBandy (Guardian) and Carol XXBandy (Guardian).

Relationship	Phone	Email
Mother Carol XXBandy (Guardian)	Cell: (314)123-4567 Other: (314)123-4567	xxbandycarol@aol.com
Sibling Ilyssa XXBradford	Cell: (314)123-4567 Other: (314)123-4567	No data
Sibling Kelly XXBandy	No data	xxbandyk@parkwayschools.net

Kelly XXBandy

Phone	Email
No data	xxbandyk@parkwayschools.net

Relationship	Phone	Email
Father Brett XXBandy (Guardian)	Cell: (314)333-3333 Other: (314)123-4567	xxbandybrett@aol.com
Mother Carol XXBandy (Guardian)	Cell: (314)123-4567 Other: (314)123-4567	xxbandycarol@aol.com

Phone number and email address changes update immediately in Infinite Campus. Please note that some changes require registrar review. This review may take time to process.

After your request has been reviewed by the registrar, you will see a message in your Parent Portal inbox stating whether your request has been **approved** or **denied**. You will also have the ability to add additional comments in all your sections submitted as well as the registrar giving you an explanation as to why your request was denied.

To make changes to Household Address and Household Phone Number:

Your household address and phone number appear under **More>Address Information** in the Parent Portal. Before an address can be updated, Parkway requires two proofs of residency. To learn how to update your address, [click here](#). This change will require registrar review. Please contact the District Registration office (314-415-9900) with any questions.

To add or update Non-Household Contact information:

In your Parent Portal account, go to **More**, then **Demographics**.

Click on the **Update** button to edit or remove existing contacts, or the **Add** button to set up a new contact.

Changes to non-household relationships, including emergency contacts, also require review by a registrar.

The screenshot displays 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, Responsive Schedule, Fees, Documents, and More. The main content area is titled 'Student Demographics' and shows the following information:

Legal Name	Johnny XXBandy		
Birthday	08/10/2003	Gender	Male

Below this is the 'Non-Household Relationships' section, which contains a table with two entries:

Relationship	Phone	Email	Action
Step-Father John Smith	Cell: (314)222-1212	jsmith@yahoo.com	Update
Emergency Contact Lisa XXBandy	Work: (314)222-2222 Other: (314)111-1111	No data	Update

At the bottom of the Non-Household Relationships section is an [Add](#) button.