## <u>UPDATING INFINITE CAMPUS PERSONAL INFORMATION</u>

## To update Family Member contact information, including <u>student cell phone</u> numbers:

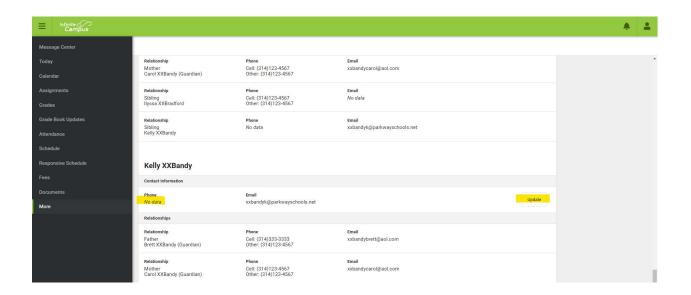
Sign into your Parent Portal account.

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.



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 <u>approved</u> or <u>denied</u>. 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, <u>click here</u>. 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.

