



SUPERINTENDENT OF SCHOOLS
DR. MARK SCOTT

HELEN HUGHES, VICE CHAIRMAN
LORI JOHNSON
DR. RICK UNRUH

BOARD MEMBERS
MR. FRED WILSON, CHAIRMAN

DAVE CROCKETT
HOKE MORROW
BRYAN UPSHAW

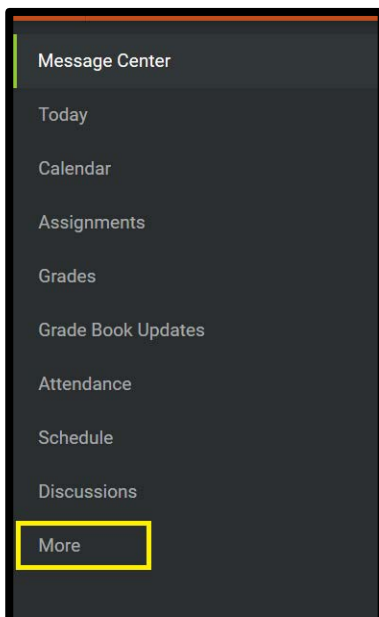
Dear Parents:

You can use the Infinite Campus Parent Portal to update your personal contact information.

Please follow the directions below to update your email address and phone numbers including cell, work, and other numbers. It is important to verify your information for you to receive the emergency call outs from the school and district.

Updating contact information through the IC Portal

1. Log into your Parent Portal Account.
2. On the left hand side of the screen, click on **More**





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3. Click on **Address Information**

More

- Address Information >
- Demographics >
- Important Dates >
- Lockers >

4. Then click on **Update**

< Back

Household

Phone
(478)999-9999

Update

5. Once you click on **Update**, you will be able to update the **Household phone number**.

This number will be one of the numbers that gets a call from Houston County School System

< Back

Update Household Phone Number

You are updating the following phone number:
(478)999-9999

Phone Number
(478)999-9999x_____



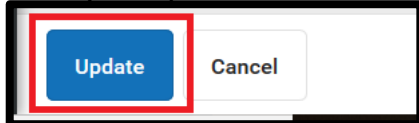
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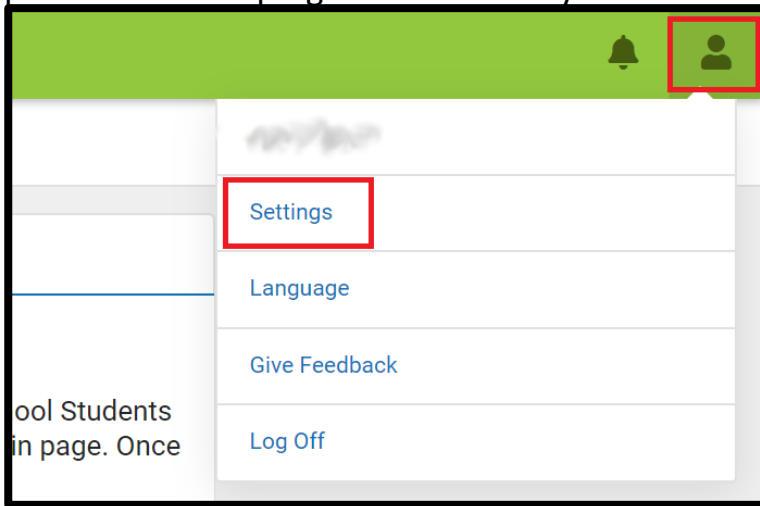
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6. After you update the number, click on **Update** at the bottom of the screen.



7. Next you can update your personal contact information in Infinite Campus. Click on the person on the top right hand side of your screen. Then click **Settings**



8. Next click on **Contact Preferences**



9. The next screen will allow you to update all of your contact information. Once you have updated your phone numbers and email addresses, click **Save**.



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A screenshot of a web form titled "Contact Preferences" with a "< Back" link at the top left. The form contains several sections: "Cell Phone" with a text input field containing "(478)000-0000x_____"; "Work Phone" with a text input field containing "(478)000-0000x00000_"; "Other Phone" with a text input field containing "(000)000-0000x_____"; "Email Address" with a text input field containing "something@gmail.com"; "Secondary Email Address" with a text input field containing "somewhere@yahoo.com"; "Preferred Language" with a dropdown menu set to "US English"; and "Message Preferences" with a text input field containing "Email". A blue "Save" button is located at the bottom left of the form, highlighted with a red box.

10. Once changes have been made on the Parent Portal, it will take 24 hrs to update in the callout system. Please double check your phone numbers and email address for any typos. School Messenger will call the cell phone and contact the 1st email address. If the Household Phone number and the Cell phone number are different then both will be contacted.

Thank you so much!