

# Staff: Updating Contact Information in Infinite Campus

Since we will be using Infinite Campus Messenger to send out school and district messages, please take a moment to update your information within Infinite Campus.



We are now able to offer the ability to receive a text message and email as a form of communication.

Log into Infinite Campus and select **Census > My Data**.



Under the Demographics tab, select **Request Demographic Update**.



Make changes to any phone numbers. Under **Messenger Preferences**, check how you would like to be contacted for each type of communication.

| Messenger Preferences |                                     |                          |                          |                                     |                          |                                     |
|-----------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Contact Reason        | High Priority                       | Attendance               | Behavior                 | General                             | Teacher                  | Text(SMS)                           |
| *Winstead Household:  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Cell Phone:           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Other Phone:          | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| Work Phone:           | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| Email:                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |

*\* Household phone preferences apply to all active members of this household.*

Click **Save Request**.

