HOW TO UPDATE YOUR PHONE NUMBER AND EMAIL **ADDRESS IN CAMPUS PARENT PORTAL**

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STEP 1. Log into your Campus Parent Portal account and click on More.	Message Center Message Center Today Announcements Calendar Announcements Assignments Southeast Polk High Schoc Grades Southeast Polk District Website Grade Book Updates High School FFA Calendar Attendance Student Portal Schedule Canvas is our new Learning Ma Fees Oucuments More Image: Canvas Updates More Image: Canvas Updates
STEP 2. Click on Address Information. You can change your Household phone number on this tab. STEP 3. Click on Family Information. You can update each person's phone number and email address.	More Address Information Assessments Behavior Demographics Family Information Important Dates Lockers Transportation ISASP Parent Portal Silver Cord Online Registration Verification

HOW TO UPDATE YOUR CONTACT PREFERENCES IN **CAMPUS PARENT PORTAL**

STEP 1. Click on the User Manu in the right	* 🚑			
hand comer of the Fortal window.	user@emailaddress.com			
STEP 2. Click on Settings and then Contact Preferences as shown in the two screenshots below.	Settings A Language			
	Log Off			
	Settings			
	Notification Settings		>	
	Account Settings		>	
	Contact Preferences	>	>	
	Current Devices		>	
STEP 3. Select how you want to receive	Message Preferences			
notifications and messages on your Phone	For each notification type, select how you prefer to rec If the Text (SMS) option is enabled, message and data include fees from your carrier to send and receive text	eive messages by checking Voice, Text (rates may apply. Charges are dependent messages. To opt out, uncheck the Text	SMS), or Email. : on your service plan, which may (SMS) box at any time.	
and Email.	Phone Email	- Set your preferences for b	oth Phone and Email.	
	KURTH HOUSEHOLD PHONE (641)919-6767	VOICE	TEXT (SMS)	
	Priority			
	General	✓		
	Behavior Messenger			
	Emergency			

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Definitions of Message Types

- **Emergency** Marking this checkbox will use this method of contact for messages labeled as Emergency. This is only used for absolute emergency situations.
- **Attendance** Marking this checkbox will use this method of contact for attendance messages, such as those sent by the Attendance Dialer Wizard.
- **Behavior** Marking this checkbox will use this method of contact for behavior messages, such as those sent by the Behavior Messenger Wizard.
- Staff (Internal Use Only)
- **General** Marking this checkbox will use this method of contact for general school messages, such as those sent by the school or district.
- **Teacher** Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding failing grades and missing assignments.
- **Priority** Marking this checkbox will use this method of contact for messages labeled as High Priority Notification, such as weather-related delays and cancellations.