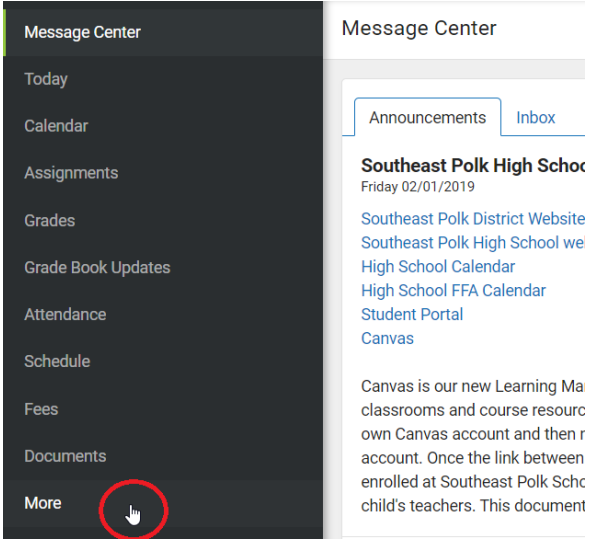
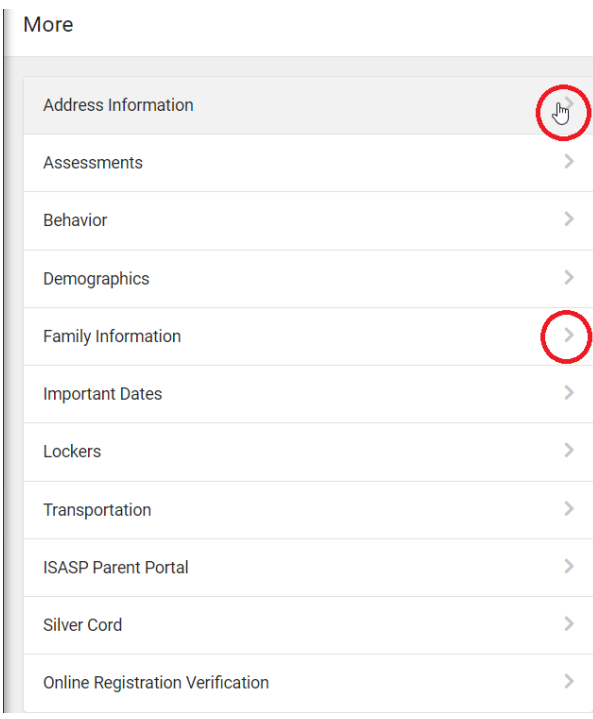


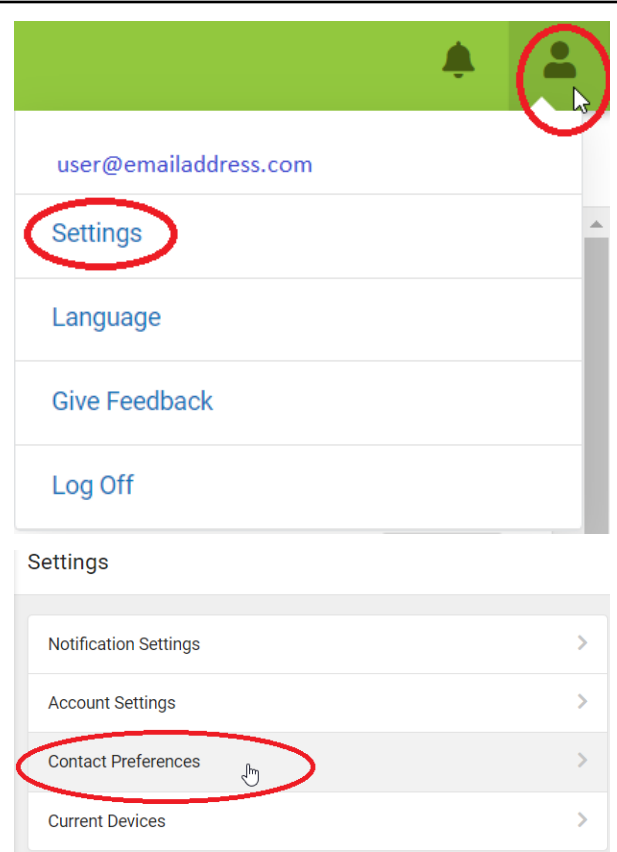
# HOW TO UPDATE YOUR PHONE NUMBER AND EMAIL ADDRESS IN CAMPUS PARENT PORTAL

<p>STEP 1. Log into your Campus <a href="#">Parent Portal</a> account and click on More.</p>	
<p>STEP 2. Click on Address Information. You can change your Household phone number on this tab.</p> <p>STEP 3. Click on Family Information. You can update each person's phone number and email address.</p>	

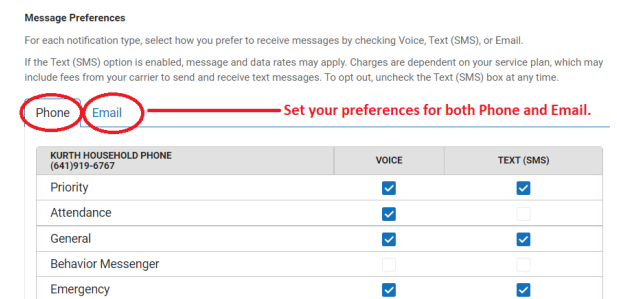
# HOW TO UPDATE YOUR CONTACT PREFERENCES IN CAMPUS PARENT PORTAL

STEP 1. Click on the User Menu in the right hand corner of the Portal window.

STEP 2. Click on Settings and then Contact Preferences as shown in the two screenshots below.



STEP 3. Select how you want to receive notifications and messages on your Phone and Email.



## 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.