
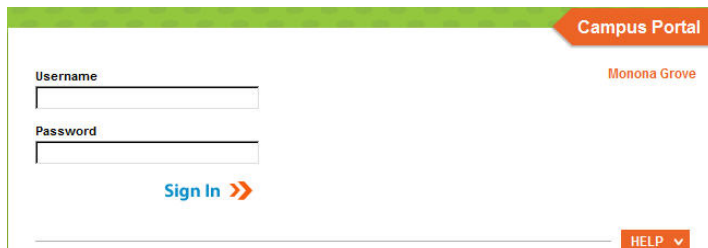


Update Student and Household Information in the Portal

Parents are encouraged to review and enter changes to student, household, family and non-household emergency contact information directly in Infinite Campus. Parents simply enter changes, add or delete information and then click the **Update** or **Remove** button. The information change request goes to the District Registrar to review and either approve or deny the request accordingly. Parents receive a message in their Portal Inbox when the requested change has been processed.

Accessing the Portal

1. The Portal can be accessed from the District Website: www.mononagrove.org
2. Select the **Family** icon in the upper right corner of the screen 
3. Click on the green “Infinite Campus Portal Login” icon.
4. Enter your **User Name** and **Password** and click **Sign In**



***NOTE TO NEW USERS**

You should have received your **Portal Activation Key** in an email from the District Registrar’s Office. If you didn’t receive an activation key, please contact the District Registrar’s Office.

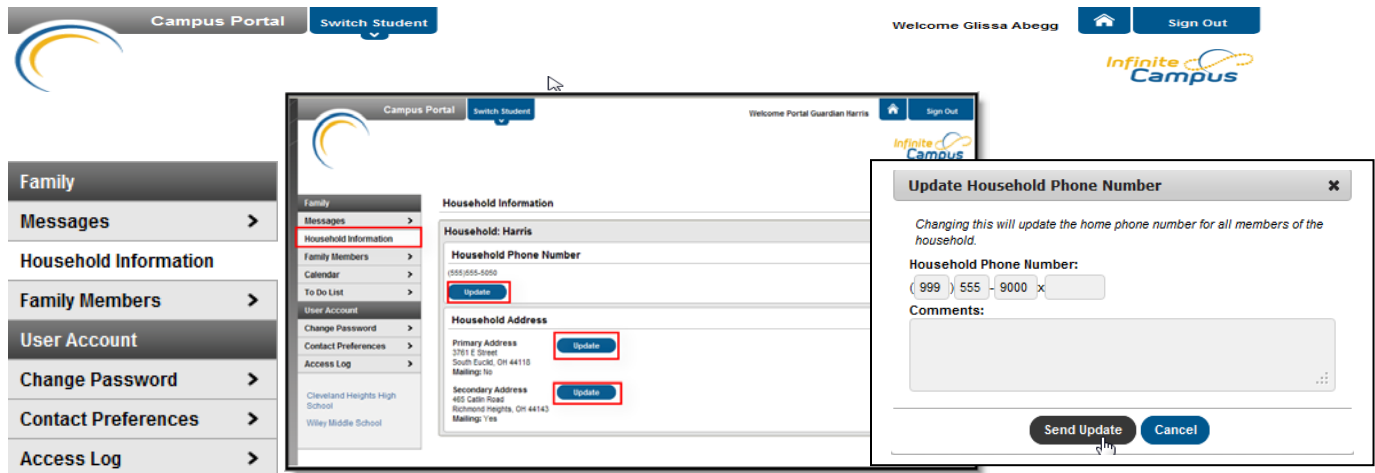
Family and Account Information

Once logged in you will see an **Index** of accessible information on the left side of the screen. The **Sign Out** and **Home** buttons appear in the top right corner of the screen and the **Name** of the individual who is logged into the Portal. When you click the **Home** button it will take you back to the homepage.

The main page contains the **Family** and **User Account** section. In order to view **Student** information you must click the **Switch Student** pull-down located at the top of the screen.

Household Information Update

Changes made under **Household Information** will change information for all members of the household.

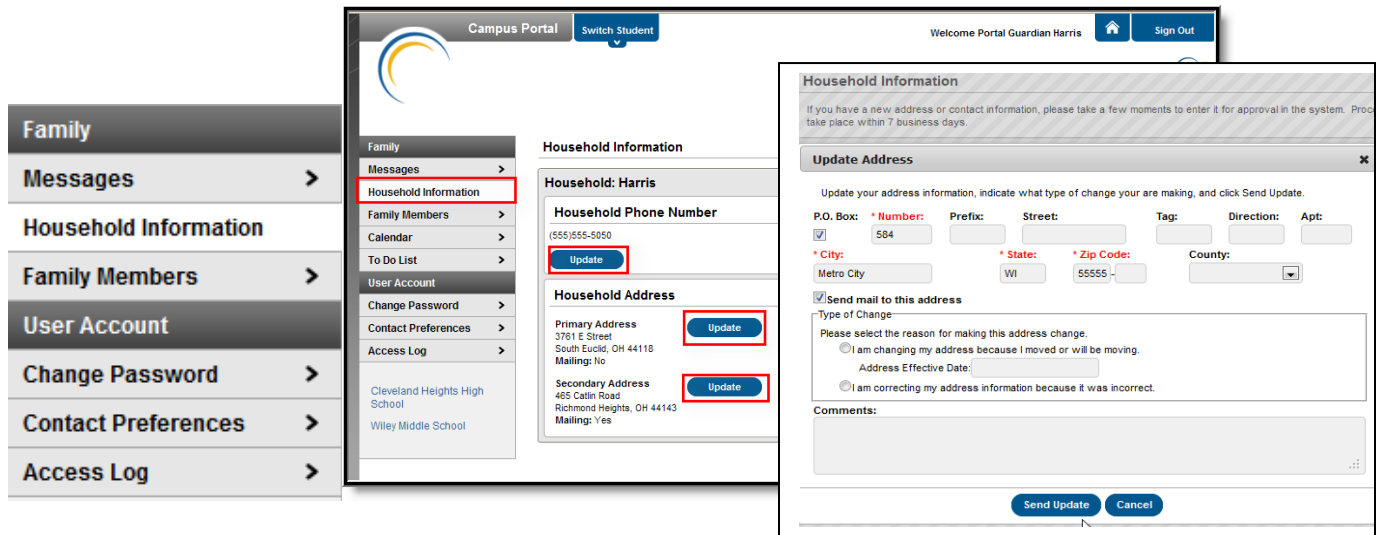


Household Phone Number

1. Click the **Update** button below the **Household Phone Number**.
2. An **Update** pop-up window will appear. Enter the new phone number with area code. You may enter a comment related to the modified information, but it is not required.
3. Click **Send Update** button.
4. Click **OK** to return to the **Household Information** page.

Household Address

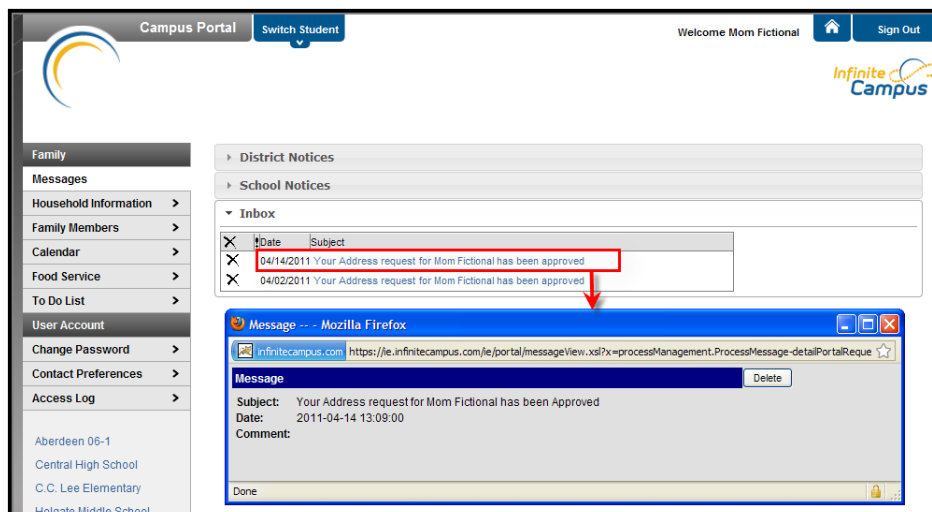
If you are requesting a change of address, please fax, email or bring a copy of your proof of residency to the District Registrar at the District Office. You may enter the change of address in the system and the District Registrar will contact you.



1. Click **Household Information**
2. Click the **Update** button next to the **Address**.
3. The **Update** pop-up window will appear. Enter the new **Address** information.
4. Check the **Send mail to this address** check box to indicate mail should be sent to the new address.
5. Check the **Type of Address Change** you are requesting. You must **select one of the reasons for making the address change** and enter an **Address Effective Date**.
6. Enter **Comments** related to the change. Comments are viewed by the District Registrar.
7. Click the **Send Update** button.
8. Click **OK** to return to the **Household Information** page.

Portal Messenger Inbox

1. You will receive messages in the Portal Messenger Inbox when the request has been approved or denied. Click on the notice to view any comments sent to you by the District Registrar.
2. Click the "X" in front of the message to delete it after you have read the message.

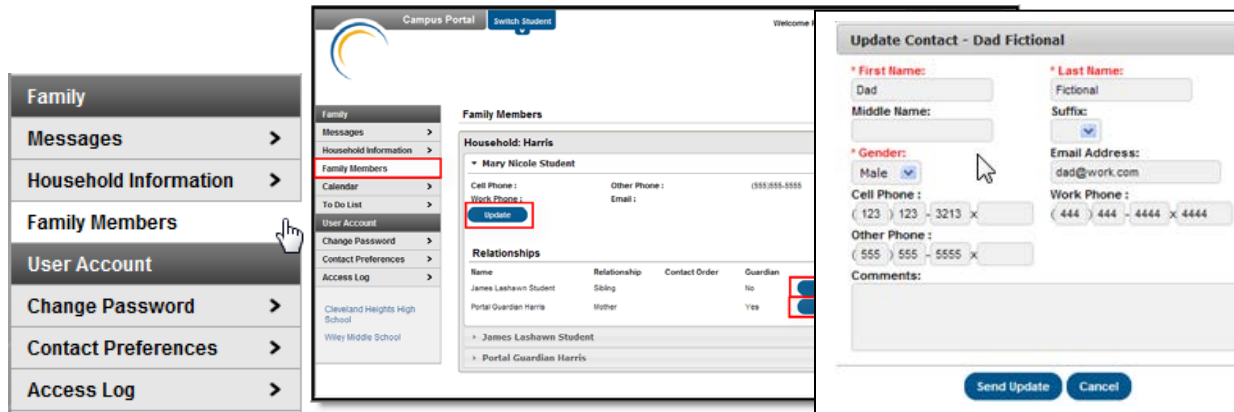


Family Members

The **Family** area displays demographic information for all members of the household. Parents may view and update each person's contact information, the relationship between the members of the household and the order in which an emergency contact person should be notified.

***PLEASE NOTE:** The family relationship between adult household members in a household will appear as ***Unknown**. You may change the family relationship using the Update.

Family Member Name – Phone – Email Updates



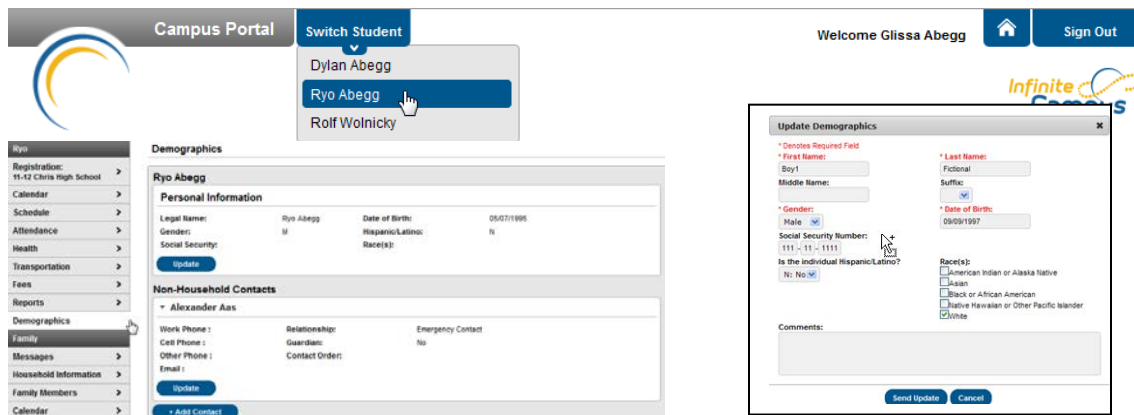
1. Select the family member you wish to update.
2. Click the update button below the phone information. A pop-up window will appear.
3. Enter the information you wish to update. You may enter a **comment** relating to the change.
4. Click **Send Update**.
5. Click **OK** to return to the **Family** view.

Student Demographic Updates

Demographics list **Personal Information** (birthdate, gender, and race/ethnicity) and **Non-Household Contacts** (emergency contacts, doctor, dentist and hospital) entered in Infinite Campus for the selected student. Parents/Guardians may **Update**, **Remove** or **Add Contacts** in this area.

Personal Information – Student Update

1. Click on **Select A Student** to select a student from the drop-down.
2. Click **Demographics** from the **Index** list on the right of the screen.



3. Select the **Update** button in the **Personal Information** area to update **First Name**, **Last Name**, **Gender**, or **Date of Birth** fields. **This information is required for all students.** **NOTE:** A birth certificate is required if you enter a change in the student's **Legal Name** fields.
4. You may enter a **comment** relating to the change.
5. Click **Send Update**.
6. Click **OK** to return to the **Demographics** page.

Non-Household Contact Update

***NOTE:** Non-Household contacts are people who should be contacted in case of emergency and do not live in the same household with the student (Examples: grandparents, aunt/uncle, neighbor, friend, doctor, dentist and hospital). Siblings over the age of 18 may be an emergency contact if they are not currently attending High School.

1. Select **Update** button in the **Non-Household Contact** section. The **Update Contact** window will appear.

The image shows two parts of the interface. On the left is the 'Non-Household Contacts' list. It contains two entries: 'Dr. Joseph' and 'Donna'. Each entry has fields for Work Phone, Cell Phone, Other Phone, Email, and Relationship with Catherine. Below each entry are 'Update' and 'Remove' buttons. On the right is the 'Update Contact for Boy1 Fictional' window. It has a title bar with a close button. The window contains several fields: 'First Name' (Emergency), 'Last Name' (Contact One), 'Middle Name', 'Suffix', 'Gender' (Male), 'Cell Phone', 'Other Phone', 'Relationship to Boy?' (Emergency Contact), 'Email Address', 'Work Phone', 'Contact Order' (3), and 'Legal Guardian to Boy?' (No). There is a 'Comments' text area at the bottom. At the bottom of the window are 'Send Update' and 'Cancel' buttons.

2. Enter the information you wish to update. **First Name, Last Name, Gender, Date of Birth** and **Relationship to Student** fields must be populated.
3. You may enter a **Comment** related to the change in demographics.
4. Click **Send Update**.
5. Click **OK** to return to the **Demographics** page.

Removing Non-Household Contacts

The “**Remove**” button is used to remove a doctor, dentist or hospital if they are no longer your medical provider. You will also use the “**Remove**” button to remove a deceased grandparent or a contact that has moved out of town, etc.

1. Locate the non-household contact you wish to remove from the **Non-Household Contacts** area.
2. Click the **REMOVE** button. A **Remove Contact** information box will appear.

The image shows two parts of the interface. On the left is the 'Non-Household Contacts' list, showing the 'Dr. Joseph' entry with 'Update' and 'Remove' buttons. On the right is the 'Remove Contact - Dr. Joseph' window. It has a title bar and a message: 'This will remove the Non-Household Contact. Click Send Update to continue.' Below the message is a 'Comments:' section with a text area containing 'no longer dentist'. At the bottom of the window are 'Send Update' and 'Cancel' buttons.

3. In the **Comments** box enter the reason for the contact removal (example: no longer our dentist, grandparent deceased, aunt/uncle moved out of town, etc.)
4. Click **Send Update** button. Your request has been submitted to the District Registrar for processing.
5. You will receive a Portal Inbox message indicating the request was processed.

Adding a New Non-Household Contact

1. Select the **Add Contact** button on the **Non-Household Contacts** section. The **Add Contact** window will appear.
2. Enter the new contact information. **First Name, Last Name, Gender, Date of Birth** and **Relationship to Student** fields must be populated. **Please enter a contact phone number for the person you are adding in the event we are unable to locate a parent.**
3. Enter **Comments** related to the new contact person.
4. Click the **Send Update** button.
5. Click the **OK** button and return to the Demographics page.

NOTE:

1. Portal updates are not available during the Online Registration period from approximately May 1 - July 15. Information should be updated, removed and new information added in the Online Registration Application for your student(s).

User Account – Account Management

Users are responsible for setting up **Security Preferences, Usernames and Passwords**. You may change your password in Account Management.

Change Contact Preferences

The information in **Contact Preferences** is referenced by **Campus Messenger** to provide email and phone messages to parents/guardians. Parents/Guardians may update their email address and indicate how they wish to be contacted when messages are sent from the district and their student's school.

NOTE: Most messages (school closings, announcements, etc.) are sent by **“General Notification.”** If you remove the check from this box, you will not receive most notifications.

1. Click **Contact Preferences** to locate your preferences.
2. Check, change or enter your email address
3. Enter a check indicating how you prefer to receive messages. Keep in mind that most messages are sent through **“General Notification.”**

	High Priority	Attendance	Behavior	General	Teacher
Household Phone (555)263-7482	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone (555)101-1024	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Phone (555)332-7683	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Phone (555)110-5122	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>