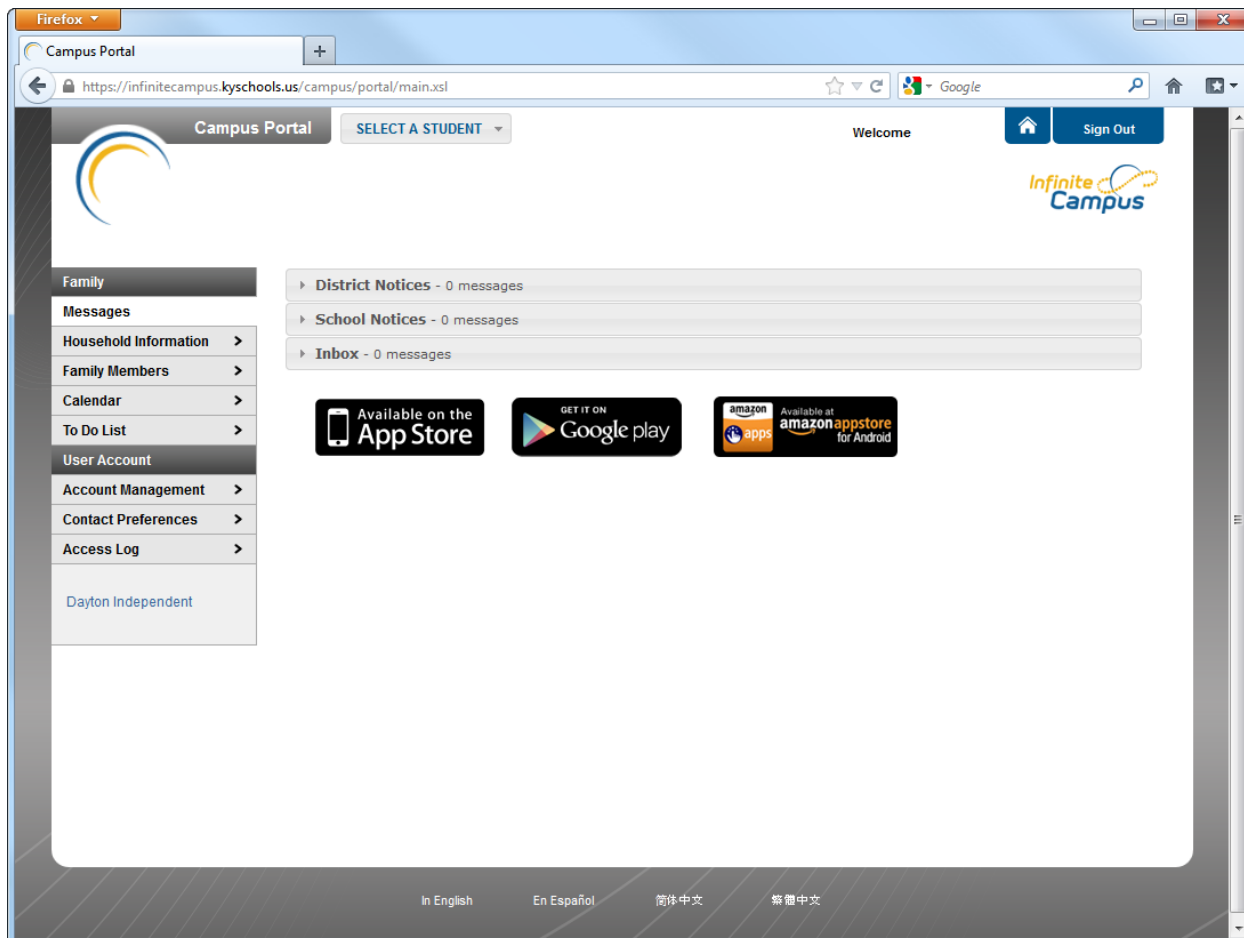


Updating Email information in the Campus Portal

First things first – do you have access to the Portal? If not, contact your child’s school to get your Parent Activation Code.

After logging into the Parent Portal, you will see a screen like this one:

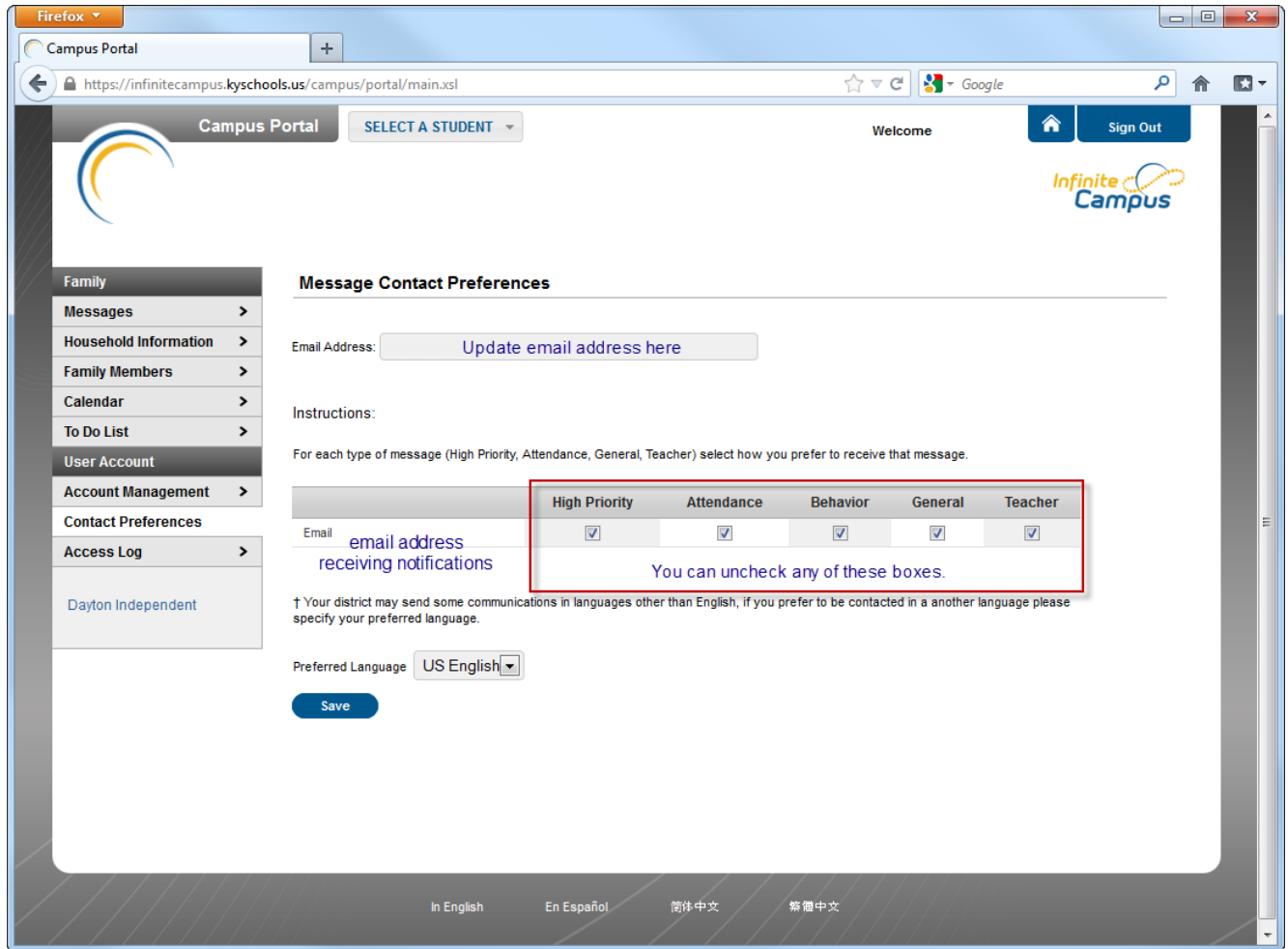


Under the **User Account** section, click the **Contact Preferences** button.

Here you can update your email address and de-select any option that you do not want communications on.

Contact Reason	Description
High Priority	High Priority messages are messages that are labeled "High Priority" by the person who created the message.
Attendance	Attendance messages notify guardians when students are absent or tardy from class.
Behavior	Behavior messages notify guardians when a student is involved in a behavior incident.
General	General messages are any messages labeled as general by the district or school.
Teacher	Teachers can send messages to guardians regarding failing grades and missing assignments. They can also send general announcements – project due dates, upcoming tests or quizzes, etc.

Updating Email information in the Campus Portal



Once you have updated your information, click the blue Save button and you are finished.