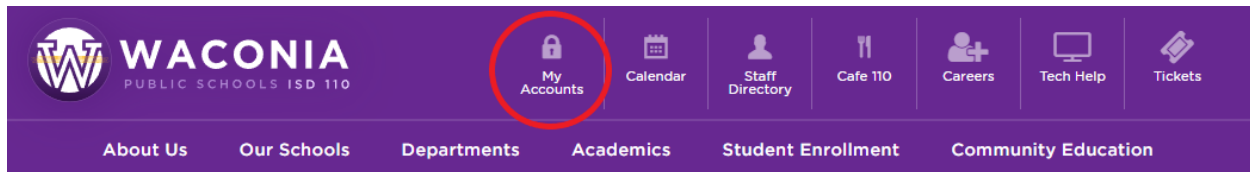
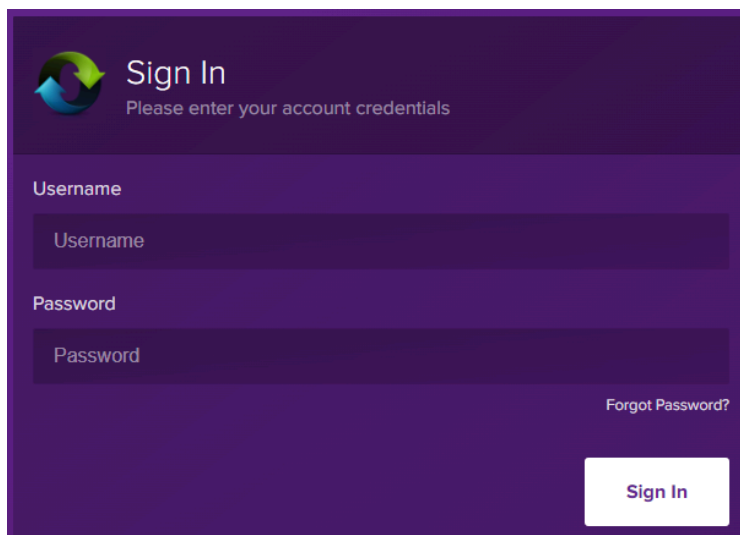


## UPDATE YOUR CONTACT INFORMATION & PREFERENCES IN THE INFINITE CAMPUS FAMILY PORTAL

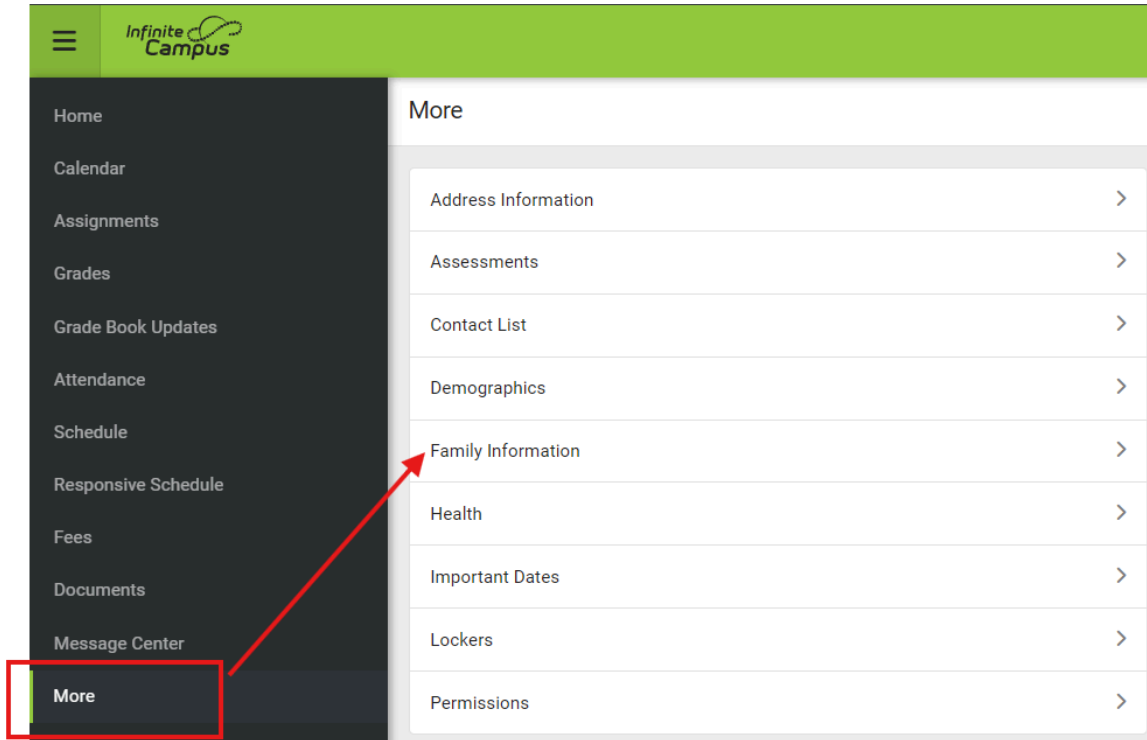
- Go to the district homepage: [isd110.org](http://isd110.org)
- Click on My Accounts and the top of the screen:



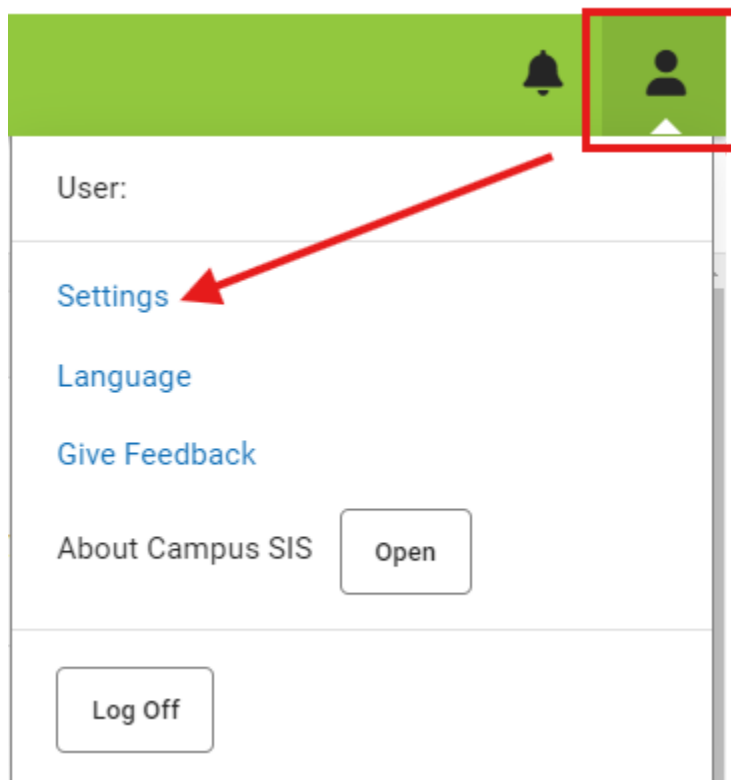
- Sign into the My Accounts Portal with your username and password.
  - If you are having trouble logging in, email [helpdesk@isd110.org](mailto:helpdesk@isd110.org) for assistance.



- Click on the Infinite Campus Family Portal tile.
- Once in Infinite Campus, click on “More”, and then “Family Information”.
- Make updates to your contact information as needed. Any changes here are submitted as **requests** and will not be reflected immediately. Please allow 24-48 hours to see any changes reflected in your account.



- Lastly, click on the user icon in the upper right hand corner to open a dropdown menu.
- Click on “Settings”, then “Contact Preferences”.



- Ensure the various boxes are checked for Voice, Text and Email depending on the type of messages you want to receive. These boxes must be checked in order to receive communications.
- If you need assistance while making changes, please email: [helpdesk@isd110.org](mailto:helpdesk@isd110.org).