

Infinite Campus Portal – Self Service

Updating Household Member Information

From the Portal Index to your left select “**Family Members**”. Select the family member to be updated and select “**Update**”.

Family Members

This area will allow you to update household member information (telephone, e-mail address, etc.).

Requests to change a student's name or remove a member who is a parent/guardian will require supporting court documentation. Please contact your child's school.

Household: Fake

Mary Fake

Cell Phone : (222)555-1111 Email :
Work Phone : Secondary Email :
Other Phone :
Update

Mary's Relationships

Name	Relationship with Mary	Contact Order	Guardian	
Joe Fake	Spouse		No	Update
Jackie Joe Fake	Mother	1	Yes	Update

Enter changes and select “**Send Update**”.

Update Contact - Mary Fake

* **First Name:** Mary
* **Last Name:** Fake
Middle Name:
Suffix:
* **Gender:** Female
Cell Phone : (222) 555 - 1111 x
Work Phone : () - x
Secondary Email Address:
Other Phone : () - x
Comments:
Send Update **Cancel**

A confirmation e-mail will be sent to your Portal Inbox once the change request has been processed.

Changes requiring supporting documentation:

- student's name
- removal of a Parent/Guardian
- removal of a Parent/Guardian “Guardian” tag