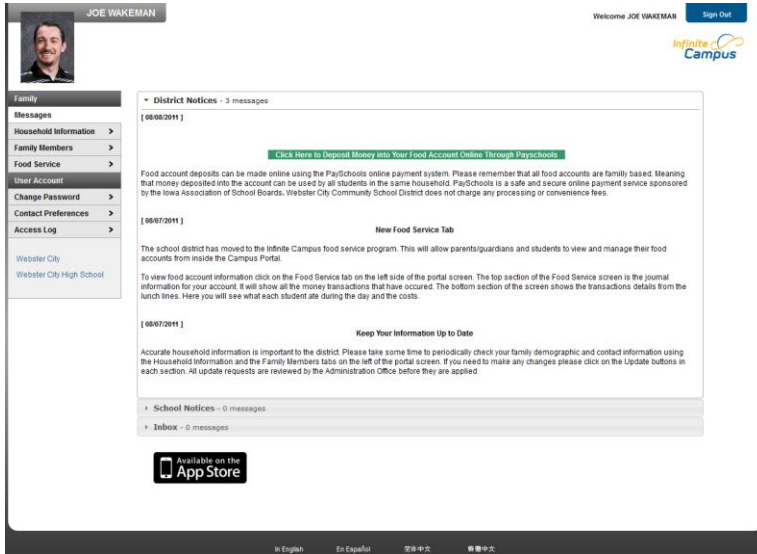


Changing Household Phone Number

1. Open a web browser (Like Internet Explorer or Firefox), and go to www.webster-city.k12.ia.us
2. Click your child’s building menu, and under the *Infinite Campus* heading click on **Infinite Campus Portal**
3. Log in with your Parent Portal username and password
 - a. If you do not have a Parent Portal account, find the link and click it that says **To request a parent account, click here .**
4. Once logged in to the parent portal you will be shown a window like this:



5. On the left hand side of the screen, click **Household Information**
6. Shown is the Household Information Webster City Schools has on file for your household. To change your phone number, under *Household Phone Number* click *Update*

Household Phone Number

No Phone Provided



7. A small window will pop up as shown below. Enter your household phone number, and in the comments section mention something like “Adding phone number” or “Phone Number Changed”. When finished, select Send Update

Update Household Phone Number [X]

Changing this will update the home phone number for all members of the household.

Household Phone Number:
(515) 555 - 1212 x

Comments:
Adding new phone number

Send Update Cancel

Changing Individual Phone Numbers

1. While still in the Infinte Campus Parent Portal, select **Family Members** > from the menu on the left
2. You should see information about yourself. To edit the phone numbers, click **Update**
3. A small window will pop up as shown below. Enter YOUR cell phone, work, etc. phone numbers and click *Send Update*

Changing Contact Preferences

1. While still in the Infinte Campus Parent Portal, select **Contact Preferences** > from the menu on the left
2. A small chart will appear. The phone numbers and email address you have provided the District should be shown. There are 6 categories to receive phone calls and text messages for. To receive them, place a checkbox under the category. To NOT receive them, make sure there is not a checkbox under the category

	High Priority	Attendance	Behavior	General	Teacher	Text (SMS)
Cell Phone (515) 555-1212	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work Phone (515)832-9219	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email (joe_wakeman@webster-city.k12.ia.us)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

High Priority: Emergency Messages (No School, early outs, late starts, etc.)

Attendance: Attendance issues

Behavior: Behavior issues

General: N/A

Teacher: Teacher mass communications

Text (SMS): Text messages of notifications

3. When finished, click **Save**