


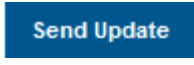
Infinite Campus Parent Portal - Updating your Demographic and Household Information

LOG INTO THE PARENT PORTAL FOR ALL STEPS LISTED BELOW

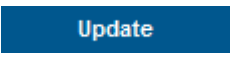

IF YOU HAVE FORGOTTEN YOUR USER NAME OR PASSWORD FOR THE PARENT PORTAL

1. Go to the login screen: <https://campus.nbexcellence.org/campus/portal/newberlin.jsp>
2. Click the down arrow next to the word HELP (right center)
3. Click "Problems logging in"
4. Enter the email address that is listed in our database and the system will email you your information

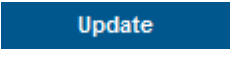

HOW TO UPDATE PERSONAL INFORMATION FOR YOUR CHILD

1. Choose the child from the drop down at the top
 2. On the left side choose DEMOGRAPHICS
 3. The student's personal information is listed under their name in the center of the screen
 4. Click  below your child's name
 5. Make your changes and click 
 6. Your request will be approved and you will get a response back. If any requests are denied there is a reason in the comments section of the denial
- **RACE/ETHNICITY CHANGE REQUESTS ARE AUTOMATICALLY DENIED - YOU MUST GO TO THE SCHOOL OFFICE TO UPDATE THAT INFORMATION**



HOW TO UPDATE YOUR HOME PHONE AND VERIFY YOUR HOUSEHOLD ADDRESS

1. On the left side, under the family section, choose HOUSEHOLD INFORMATION
 2. Click  below your home phone to update your number
 3. Make your changes and click 
 4. Your request will be approved and you will get a response back. If any requests are denied there is a reason in the comments section of the denial
- **HOUSEHOLD ADDRESS CHANGES REQUIRE A PROOF OF RESIDENCY - PLEASE GO TO THE SCHOOL OFFICE TO UPDATE THAT INFORMATION.**


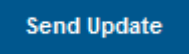
HOW TO UPDATE PERSONAL INFORMATION FOR THE MEMBERS OF YOUR HOUSEHOLD

1. On the left side, under the family section, choose FAMILY MEMBERS
 2. This is a listing of the people that live in your household
 3. Click  below or next to the information you wish to change
 4. Make your changes and click 
 5. Your request will be approved and you will get a response back. If any requests are denied there is a reason in the comments section of the denial.
- **EACH PARENT/GUARDIAN MUST HAVE A UNIQUE EMAIL ADDRESS**
 - **EMAIL, CELL PHONE AND HOME PHONE TRANSFER INTO OUR MESSAGING SYSTEM FOR EMAILS AND PHONE CALLS**
 - **THE RELATIONSHIPS AREA CAN BE CONFUSING – READ THE RELATIONSHIP AS IT RELATES TO THE PERSON YOU ARE LOOKING AT**

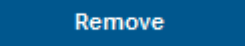

HOW TO ADD AN EMERGENCY CONTACT FOR YOUR CHILD

1. Choose the child from the drop down at the top
 2. On the left side choose DEMOGRAPHICS
 3. The people listed under non-household contacts will be emergency contacts, and possibly other family members related to the child that do not live in their primary household
 4. Click  at the very bottom
 5. Enter the details related to the emergency contact
 6. Click 
 7. Your request will be approved and you will get a response back. If any requests are denied there is a reason in the comments section of the denial
- **ALL PEOPLE NEED THEIR OWN RECORD. ADD EACH PERSON INDIVIDUALLY – DO NOT COMBINE THEM INTO ONE. IE: JOHN/SUE – THIS TYPE OF REQUEST WILL BE DENIED**

HOW TO UPDATE AN EXISTING EMERGENCY CONTACT FOR YOUR CHILD

1. Choose the child from the drop down at the top
 2. On the left side choose DEMOGRAPHICS
 3. The people listed under non-household contacts will be emergency contacts, and possibly other family members related to the child that do not live in their primary household
 4. Click  below the contact you want to update
 5. Enter the details related to that emergency contact
 6. Click 
 7. Your request will be approved and you will get a response back. If any requests are denied there is a reason in the comments section of the denial
- **DO NOT USE THIS AREA TO ADD A NEW CONTACT. PEOPLE ARE PEOPLE IN OUR SYSTEM, AND NEW PEOPLE NEED TO BE ADDED USING ADD CONTACT**

HOW TO REMOVE/DELETE AN EXISTING EMERGENCY CONTACT FOR YOUR CHILD

1. Choose the child from the drop down at the top
2. On the left side choose DEMOGRAPHICS
3. The people listed under non-household contacts will be emergency contacts, and possibly other family members related to the child that do not live in their primary household
4. Click  below the contact you want to REMOVE
5. Click 
6. Your request will be approved and you will get a response back. If any requests are denied there is a reason in the comments section of the denial

HOW TO UPDATE YOUR EMAIL ADDRESS

1. On the left side choose CONTACT PREFERENCES
2. Add or update your email address – you can have two emails for each contact but they must each be unique