



Superintendent of Schools  
Dr. Mark Scott

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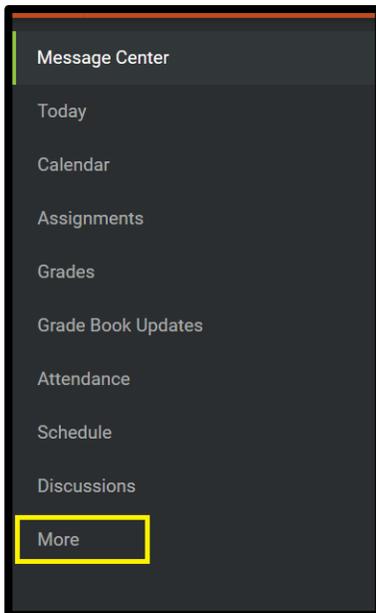
Dave Crockett  
Lori Johnson  
Dr. Rick Unruh

Dear Parents:

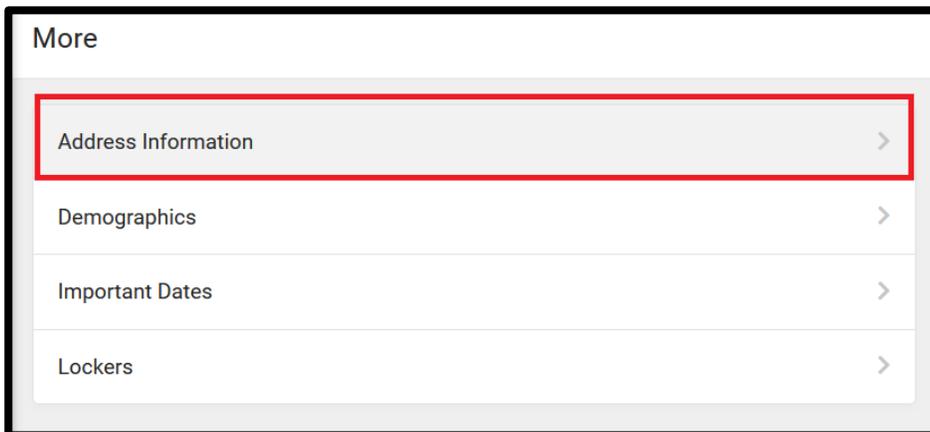
You can use the Infinite Campus Parent Portal to update your personal contact information. Please follow the directions below to update your email address and phone numbers including cell, work, and other numbers. It is important to verify your information for you to receive the emergency call outs from the school and district.

# Updating contact information through the IC Portal

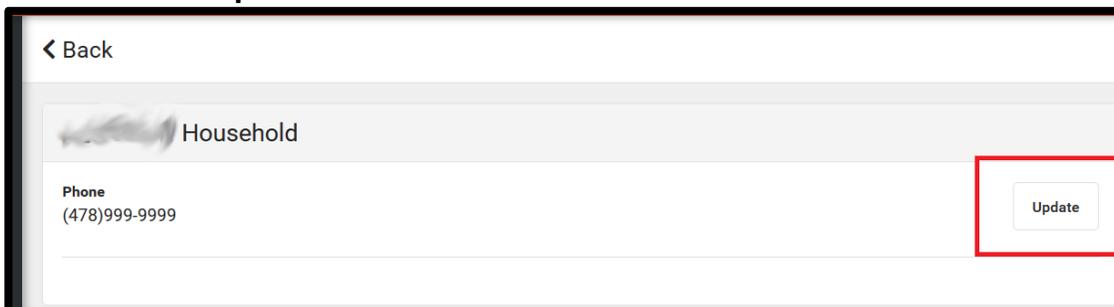
1. Log into your Parent Portal Account.
2. On the left-hand side of the screen, click on **More**



3. Click on **Address Information**

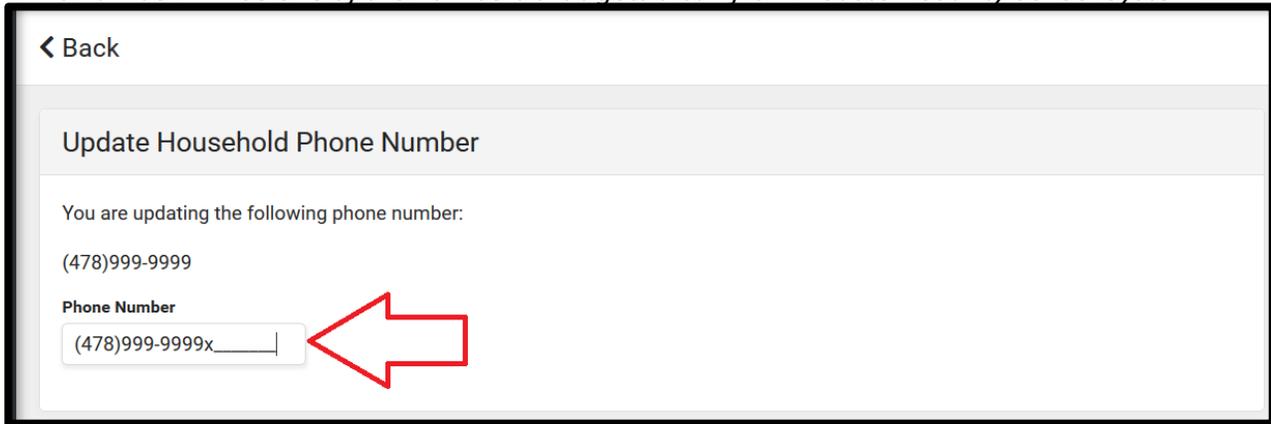


4. Then click on **Update**

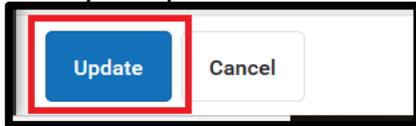


5. Once you click on **Update**, you will be able to update the **Household phone number**.

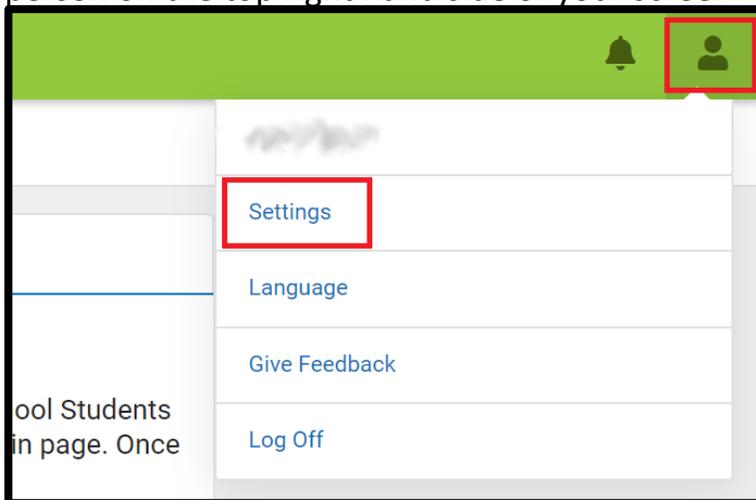
*\*This number will be one of the numbers that gets a call from Houston County School System\**



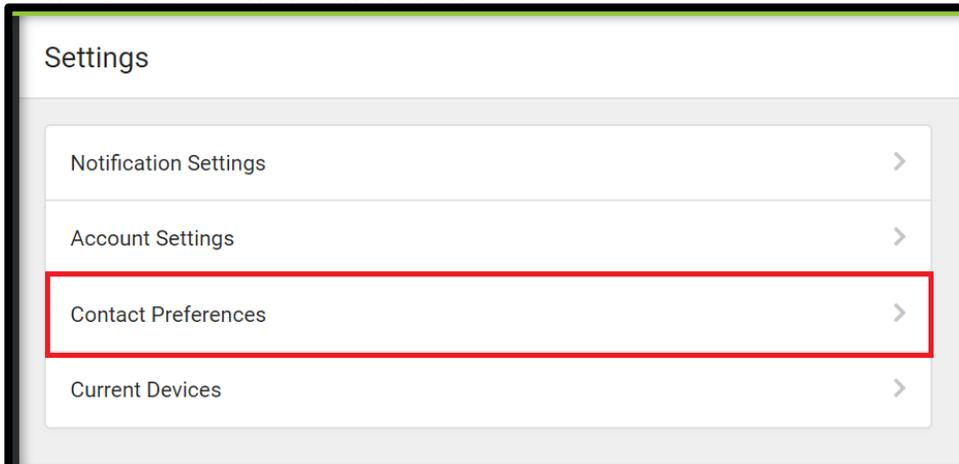
6. After you update the number, click on **Update** at the bottom of the screen.



7. Next you can update your personal contact information in Infinite Campus. Click on the person on the top right hand side of your screen. Then click **Settings**



8. Next click on **Contact Preferences**



9. The next screen will allow you to update all of your contact information. Once you have updated your phone numbers and email addresses, click **Save**.

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### Contact Preferences

**Cell Phone**  
(478)000-0000x\_\_\_\_\_

**Work Phone**  
(478)000-0000x00000\_\_

**Other Phone**  
(000)000-0000x\_\_\_\_\_

**Email Address**  
something@gmail.com

**Secondary Email Address**  
somewhere@yahoo.com]

**Preferred Language**  
Your district may send some communications in languages other than English. If you prefer to be contacted in a different language, please specify your preferred language.  
US English ▾

**Message Preferences**  
For each notification type, select how you prefer to receive messages by checking Voice, Text (SMS), or Email.  
If the Text (SMS) option is enabled, message and data rates may apply. Charges are dependent on your service plan, which may include fees from your carrier to send and receive text messages. To opt out, uncheck the Text (SMS) box at any time.

Email

**Save**

10. Once changes have been made on the Parent Portal, it will take 24 hrs to update in the callout system. Please double check your phone numbers and email address for any typos. School Messenger will call the cell phone and contact the 1<sup>st</sup> email address. If the Household Phone number and the Cell phone number are different then both will be contacted.

Thank you so much!