



Superintendent of Schools
Dr. Mark Scott

Board Members

Fred Wilson, Vice Chairman
Helen Hughes
Hoke Morrow
Bryan Upshaw

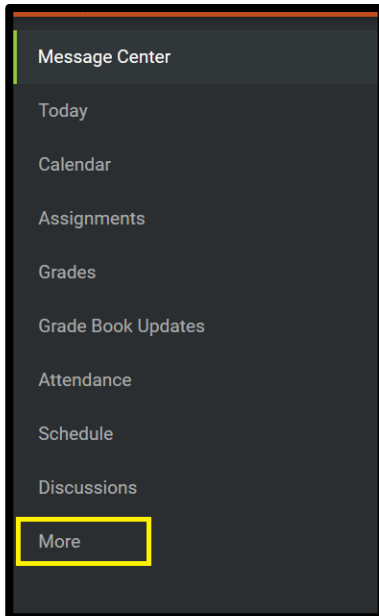
Dave Crockett
Lori Johnson
Dr. Rick Unruh

Dear Parents:

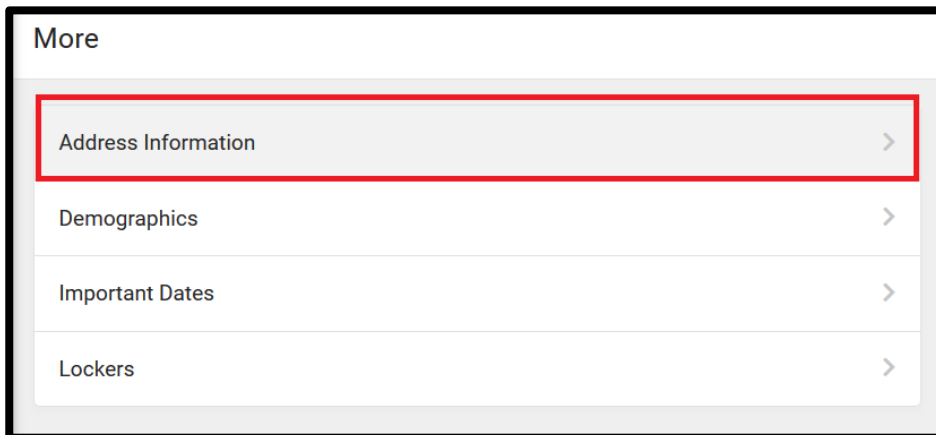
You can use the Infinite Campus Parent Portal to update your personal contact information. Please follow the directions below to update your email address and phone numbers including cell, work, and other numbers. It is important to verify your information for you to receive the emergency call outs from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

Updating contact information through the IC Portal

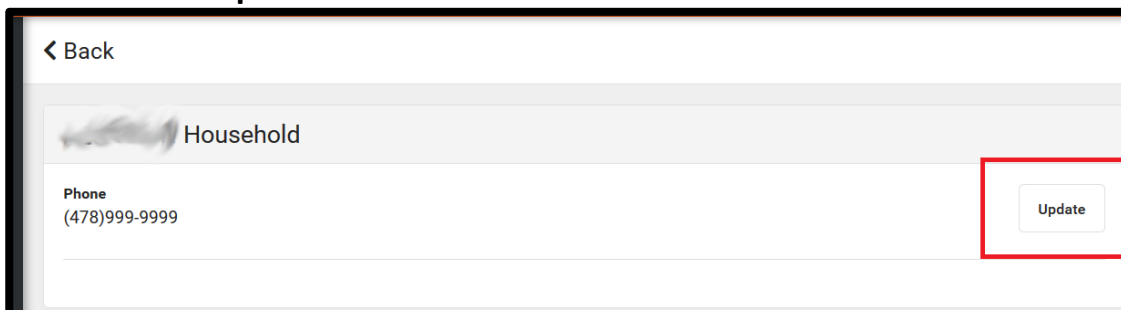
1. Log into your Parent Portal Account.
2. On the left-hand side of the screen, click on **More**



3. Click on **Address Information**

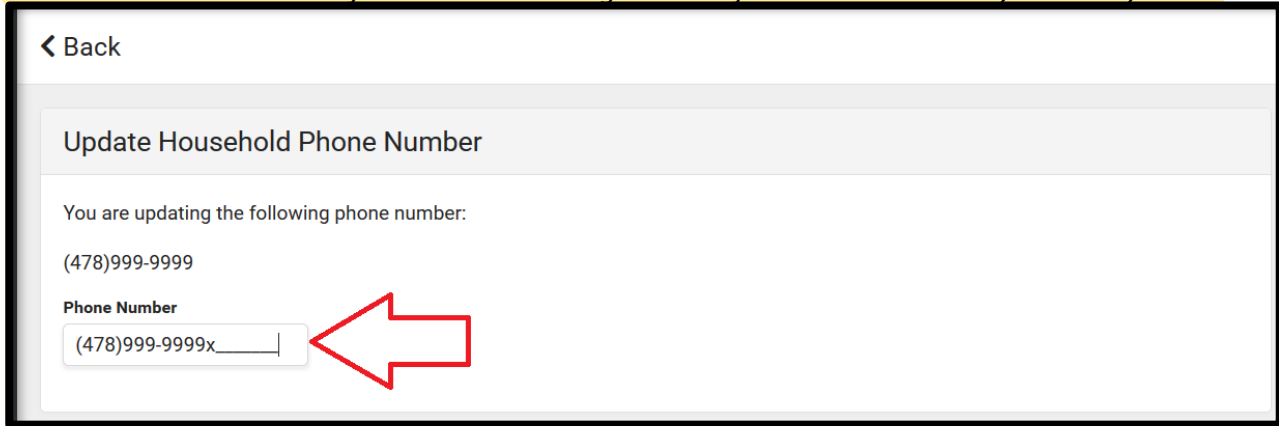


4. Then click on **Update**

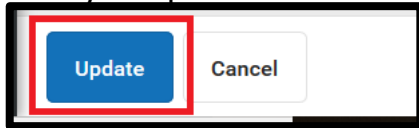


5. Once you click on **Update**, you will be able to update the **Household phone number**.

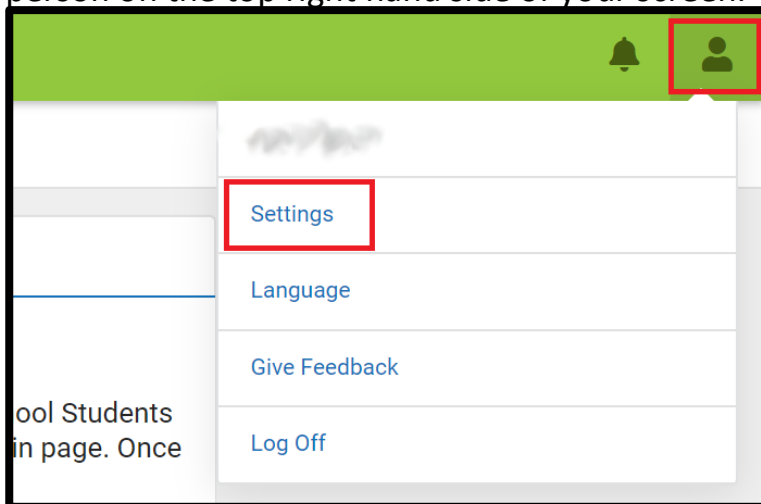
This number will be one of the numbers that gets a call from Houston County School System



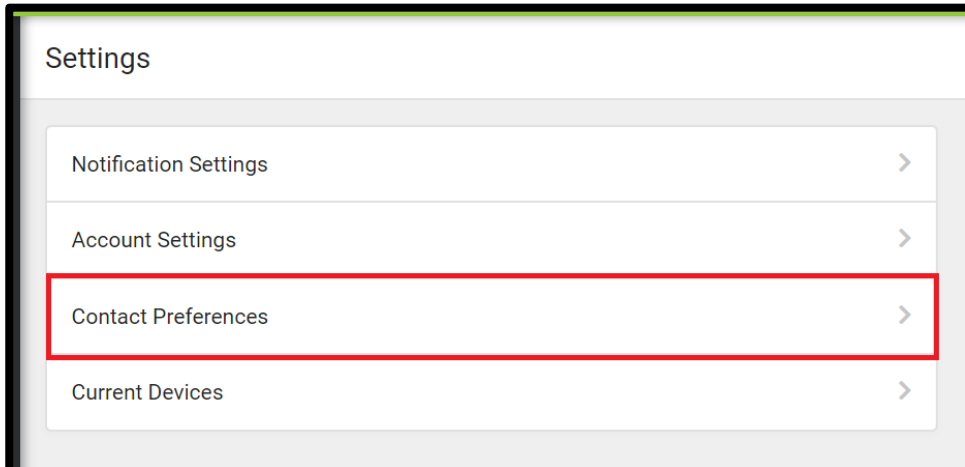
6. After you update the number, click on **Update** at the bottom of the screen.



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**.

< Back

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 1st email address. If the Household Phone number and the Cell phone number are different then both will be contacted.

Thank you so much!