infinitecampus.com

Family Members (Portal)

[Updating Family Member Information](#) | [Updating Contact Information](#) | [Updating Relationship Information](#)

PATH: *Campus Portal > Family > Family Members*

This tab lists demographic information for all household members. Here, parents can review each person's contact information and relationships between all household members.

The school can give access rights to all parents/guardians to whom the student has a relationship or only specific rights to one parent or guardian. This authorization structure is established when the custodial parent or guardian informs the schools of the rights of each parent or guardian to this information.

Updating Family Member Information

Parents may review and request changes to Family Member data. Parents can request changes to the following fields:

- Contact information, including:
    - First Name, Middle Name, Last Name, Suffix and Gender (for non-students only)
    - Cell Phone
    - Work Phone
    - Other Phone
    - Email Address
- Relationships
    - Type of relationship
    - Contact Order
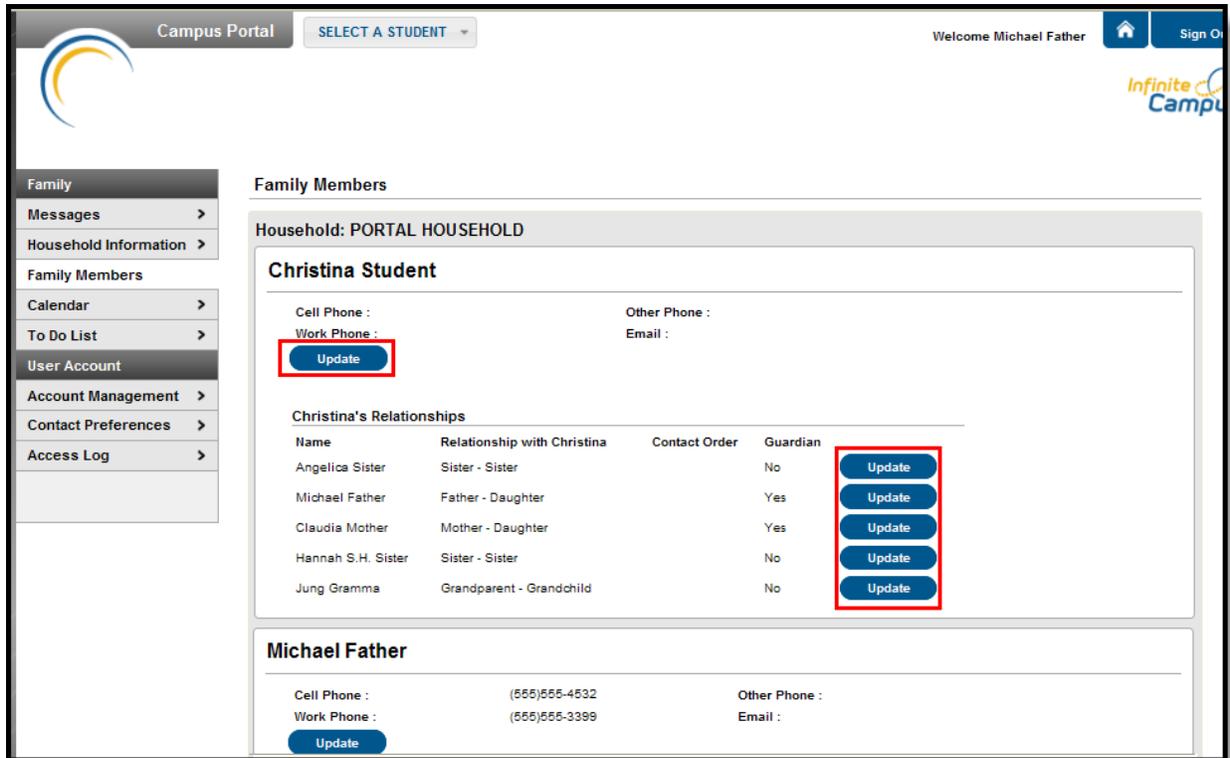   - Legal Guardian Relationship

Image 1: Update Options for Family Members

Requests to change census data will be reviewed by district personnel and approved accordingly. There may be a short lag time between the time the request for change was submitted and when changes are reflected.

Updating Contact Information

1. Select the appropriate family member for which to request a change in information.
2. Click the **Update** button below the **Work Phone** field. A pop-up window will appear.
3. Enter the updated contact information. For phone numbers, enter the 10-digit number (i.e., area code plus number); for email addresses, enter the full email address (i.e., name@internetprovider.com). For name changes (last, first, middle), only alphabetic letters, numbers, periods, hyphens and apostrophes are allowed.
4. Enter any **Comments** related to the requested information. These comments are seen by the staff person processing the request.
5. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
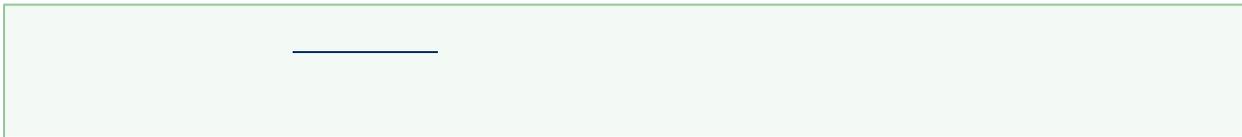6. Click **OK** to return to the Family view.

Image 2: Update Contact Information

Updating Relationship Information

1. Select the appropriate relationship to request a change in information.
2. Click the **Update** button to the right of the person's name. A pop-up window will appear.
3. Select the Relationship between the person's information that is currently being viewed and the chosen person. This is a required field.
4. Enter the **Contact Order** for this relationship.
5. Select whether the relationship is a **Legal Guardian Relationship**.
6. Enter any **Comments** related to the requested change in information. These comments are seen by the staff person processing the request.
7. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
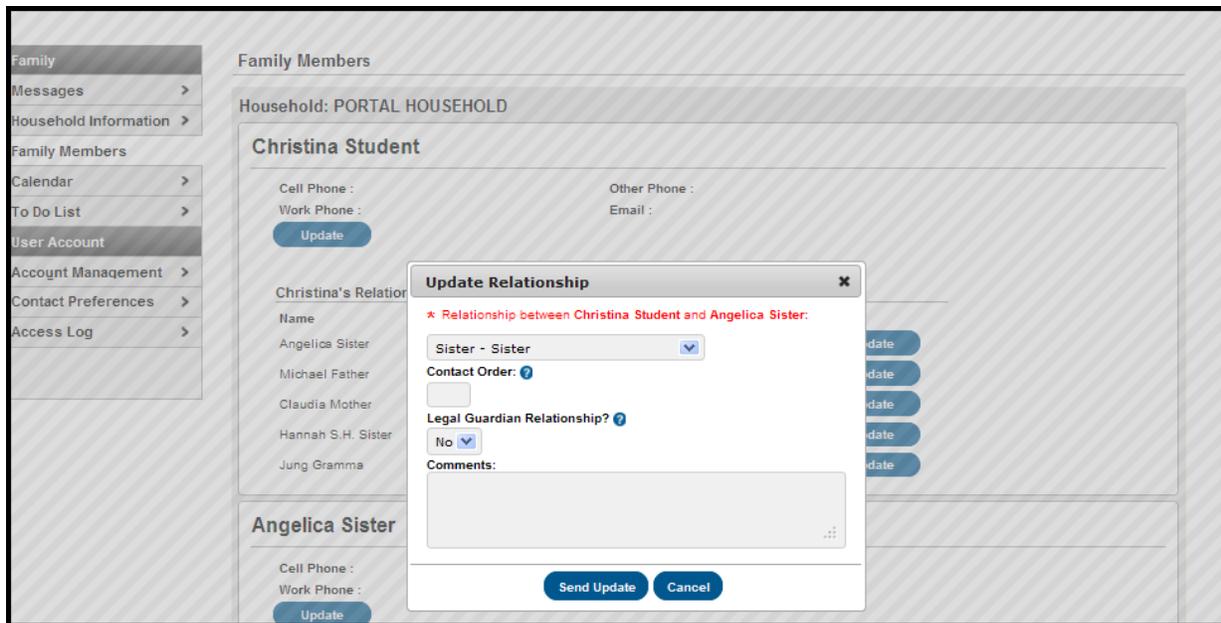8. Click **OK** to return to the Family view.

Image 3: Update Relationship Information