

Infinite Campus Parent Portal – Updating your Contact Information

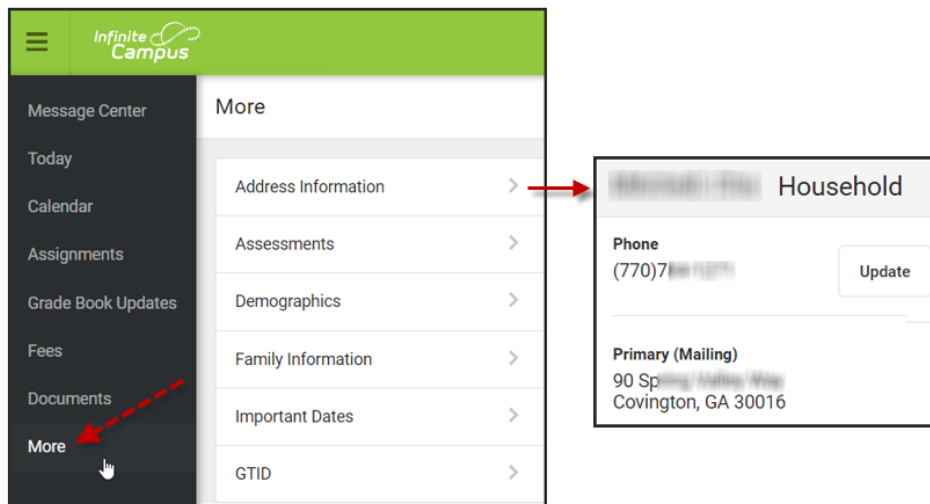
Log in to Parent Portal:

1. On the district webpage <http://newtoncountyschools.org> click on the Parents icon in the upper right hand area.
2. Scroll down and click on the Parent Portal link.
3. Log in with your Infinite Campus Parent Portal ID and password. If you do not currently have a Parent Portal account, you may easily create one by following the on-screen directions (similar to this example):

1. NOTE TO PARENTS: TO CREATE A NEW PARENT PORTAL ACCOUNT click [HERE](#) and enter the appropriate student information. You will then receive your unique 32-digit Activation Key. Copy and paste this number in the "Activation Link" Please contact your child's school if you are unable to create or access your account.

To update your home phone and verify your household address:

4. On the left side, click "More" then on the right hand side click on Address Information.
5. If your household telephone number has changed, click Update (you may have to scroll to the right to find the Update button).



6. Make your changes and click on the blue Update button at the bottom of the screen.
7. Your phone number change will automatically become effective within 24 hours.

PLEASE NOTE: Physical address changes require you to contact your school's office to provide the required Proofs of Residency.

To update your email address and other phone numbers including cell phone and work phone:

8. On the left side click “More” then on the right hand side click on Family Information.
9. Locate your name or the name of the person in the household that has an email address or phone number change, then click Update (you may have to scroll to the right to find the Update button).

Contact Information			
Phone	Email		Update
No data	[redacted]@newtonstudents.org		
Relationships			
Relationship	Phone	Email	Update
Mother [redacted] (Guardian) Emergency Priority 1	Cell: (770)54 [redacted] Work: (770)7 [redacted]	[redacted]@gmail.com	
Father [redacted] (Guardian) Emergency Priority 2	Cell: (770)7 [redacted] Work: (770) [redacted]	[redacted]@gmail.com	

10. Make your changes and click on the blue Update button at the bottom of the screen.
11. Your phone number &/or email changes will automatically become effective within 24 hours.

All Other change requests will be reviewed by your school’s staff.

You may check on the status of your requests by clicking on your Message Center Inbox Tab:

The screenshot shows the Infinite Campus interface. At the top, there is a green header with the Infinite Campus logo. Below the header, the 'Message Center' section is visible. There are two tabs: 'Announcements' and 'Inbox'. The 'Inbox' tab is selected, and a red dashed arrow points to it. Below the tabs, there are two notification cards. The first card says 'Your Family Relationships request for [redacted] has been approved' with the date '08/19/2020'. The second card says 'Your Address request for [redacted] has been approved' with the date '08/19/2020'. Both cards have a checkmark icon on the left and a right-pointing arrow on the right.