

# How to Update Contact Information

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*Staff can provide contact information to be notified by the district in case of an emergency*

## Table of Contents

<b>Your Information</b> .....	1
<b>Information Requested</b> .....	1
<b>How Information will be Used</b> .....	1
<b>Infinite Campus Users</b> .....	1
<b>Step 1: Navigate to My Data</b> .....	1
<b>Step 2: Review Your Contact Information</b> .....	2
<b>Step 3: Update Your Contact Information</b> .....	2
<b>Non-Infinite Campus Users</b> .....	4

## Your Information

### Information Requested

CCSD 46 will be using an all-call system built into our student information system, Infinite Campus. In case of an emergency, such as a school closure due to inclement weather, the district will use this all-call system to notify families and staff members. To maintain the most recent information, staff members can elect to provide their personal telephone numbers or email accounts. Other information is not required and it is not necessary to include that information on your profile.

### How Your Information will be Used

CCSD 46 will only use your personal contact information to contact you in case of an emergency.

## Infinite Campus Users

Staff members who use Infinite Campus can update their contact information using the new My Data tool. *Please note: you do not need to provide additional information. Information fields can be left blank. If you provide contact information, the district will use it to contact you in case of an emergency, such as a school closure due to weather.*

### Step 1: Navigate to My Data

To get started, log into Infinite Campus. (If you have set your preferences to log directly into Campus Instruction, please navigate to Campus Tools.) In the Index, click to expand Census, then click My Data.

## Step 2: Review Your Contact Information

In the main pane of Infinite Campus, the My Demographics tab will open. You can review your information by scrolling down in the main pane. Specifically, please review your telephone number(s).

**PLEASE NOTE: NAME CHANGES ARE NOT PROCESSED VIA INFINITE CAMPUS.** If you have had a name change, please submit your name change paperwork to Jane Landers in HR. Any name change requests in Infinite Campus will be denied.

## Step 3: Update Your Contact Information

If you need to change your contact information, click Request Demographic Update.

Year 16-17 School Avon Center School

Index Search

Staff Member  
D46 Website  
▶ Student Information  
▼ Census  
**My Data**  
▶ Health  
▶ Grading & Standards  
▶ Ad Hoc Reporting  
Account Settings  
Access Log

### Member, Staff

Gender: F

#### My Demographics

Request Demographic Update

#### Person Information

**Read Only (Create an update request to change data)**

PersonID 19764

\*Last Name Member \*First Name Staff

\*Gender Female Birth Date

#### Race/Ethnicity (Edit)

State Race/Ethnicity:  
Federal Designation: No Data

### Member, Staff

Gender: F

#### My Demographics

Save Request

#### Demographic - New Record Request

Brief Description

\*Update Type

I am adding or correcting my information.  
 My legal name has changed.


#### Person Information

PersonID

After clicking the Request Demographic Update button, you will need to choose the Update Type. Again, name change requests must be processed by Jane Landers in HR – any name change requests submitted via Infinite Campus will be denied.

After choosing the Update Type, scroll to the bottom of the tab to the Personal Contact Information area. Your district email address should be your primary email. If you would like to provide your personal email address to receive notifications, you may enter it in the secondary email field.

**My Demographics**

 Save Request

Local Student Number

Student State ID

Local Staff Number

Staff State ID

Person GUID

**Personal Contact Information**

Contact Information		Private	Messenger Preferences Contact Reasons					
			Delivery Device	Emergency	Attendance	Behavior	General Priority Te	
Email:	<input type="text" value="member.staff@d46.org"/>	<input type="checkbox"/>	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Secondary Email:	<input type="text"/>	<input type="checkbox"/>	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone:	<input type="text"/>	<input type="checkbox"/>	Voice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	( 847 ) 555 - 1234 x <input type="text"/>	<input type="checkbox"/>	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Phone:	<input type="text"/>	<input type="checkbox"/>	Voice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	( 847 ) 555 - 7890 x <input type="text"/>	<input type="checkbox"/>	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone:	<input type="text"/>	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	( ) - x	<input type="checkbox"/>	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pager:	<input type="text"/>	<input type="checkbox"/>						
	( ) - x	<input type="checkbox"/>						

Preferred Language

- Modified by: Unk

Please provide any telephone numbers at which you would like to receive district emergency notifications, such as school closures. Choose the type of notifications you would like to receive. At this time, the district does not use the Text option, only Voice and Email.

**PLEASE NOTE: You must check the Emergency box next to the contact information in order to receive an emergency notification on that device.**

Once you are satisfied that your information is up-to-date, click the Save Request button at the top of the tab. Your request will be routed to the system administrator, who will approve all contact information requests within one school day. Changes will be effective once approved by the system administrator.

## **Non-Infinite Campus Users**

If you do not have an Infinite Campus account, you can update your contact information using the form on the Staff page of the CCSD 46 website: <http://www.d46.org/staff.asp>. Click on the link to open the form, fill out your name, your building, and your phone number, then click the Submit button. Your information will be updated by the system administrator within one school day.