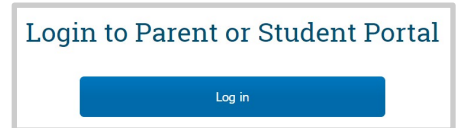




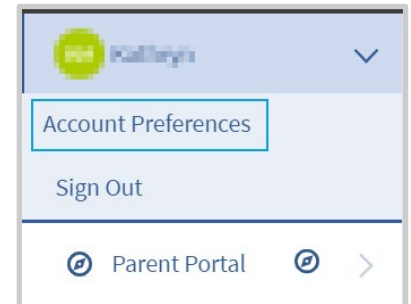
UPDATING CONTACT PREFERENCES IN INFINITE CAMPUS

1. Accessing Parent and Student Portals

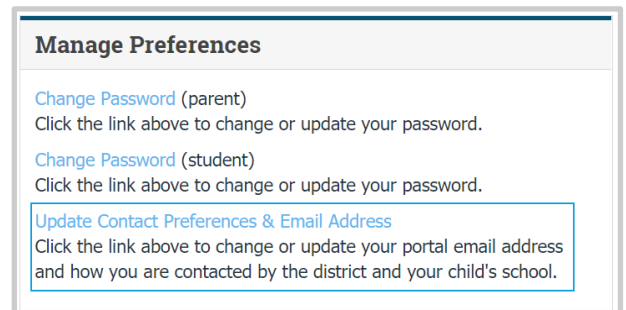
- Log in to the **DPS Parent Portal** at <http://portal.dpsk12.org>



- Click on **Account Preferences**

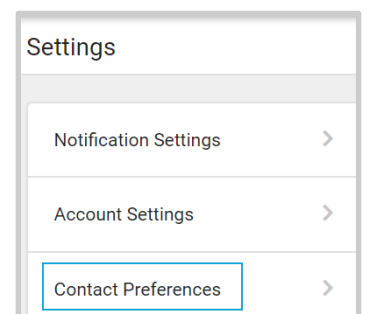
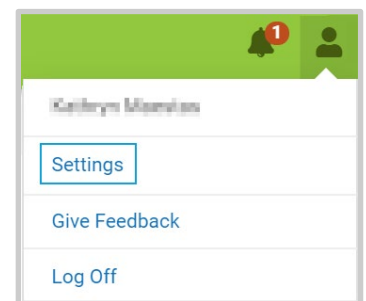


- Under **Manage Preferences**, click on **Update Contact Preferences & Email Address**.



2. You will be directed to the Infinite Campus parent/student application.

- Click on the **person icon** on the top right hand side of the page.
- Click on **Settings**.
- Click on **Contact Preferences**.





UPDATING CONTACT PREFERENCES IN INFINITE CAMPUS

3. Adjust your settings

- Adjust your **Preferred Language**, if needed.
- In **Contact Preferences**, you can modify your phone numbers (except household phone numbers) and email addresses. If you need to update your household phone number, talk to the front office at your child's school.
- Finally, you can adjust **how you want to receive messages**, including voice (phone call), text (SMS), or emails for each of the message types listed. See descriptions of message types below.
- **Click Save** to keep your changes.

HOUSEHOLD PHONE	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
General	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Messenger	<input type="checkbox"/>	<input type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

CELL PHONE	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Note: Some messages may not be deliverable to phone numbers with extensions.

Description of Message Types

Priority: Priority messages are sent directly from your student's school, and may include urgent school messages, community meeting information, general announcements, paperwork needing to be returned, PTA messages or important school updates.

Attendance: Attendance messages are sent when your student is not at school and the school has not been notified of an absence.

General: General messages are sent directly from DPS, and could include information about district-wide events, important deadlines, community meetings and other important issues and updates.

Behavior Messenger: Behavior messages are sent directly from your student's school relating to student behavior causing concern or requiring action to be taken.

Teacher: Teacher messages are sent directly from your child's teacher, and may include matters related to student grades or missing assignments.

Emergency: Emergency messages are related to the direct safety of students, including weather closures or delays, fire, lockouts and lockdowns, school closures, or early release.

If you have questions or need assistance, please contact your school's front office.