Infinite Campus:
Managing Parent/Student Account Settings

Newton Technology
Teach for Tomorrow

Always begin work by logging into the Infinite Campus Portal.
For more information, see the **Infinite Campus: Accessing Parent Portal**
or **Infinite Campus: Accessing Student Portal** help guide.

1 In the upper, right-hand corner, click on the **User Menu**.

Then, click **Settings** from the pop-up menu.

Settings
Language
Give Feedback
Log Off
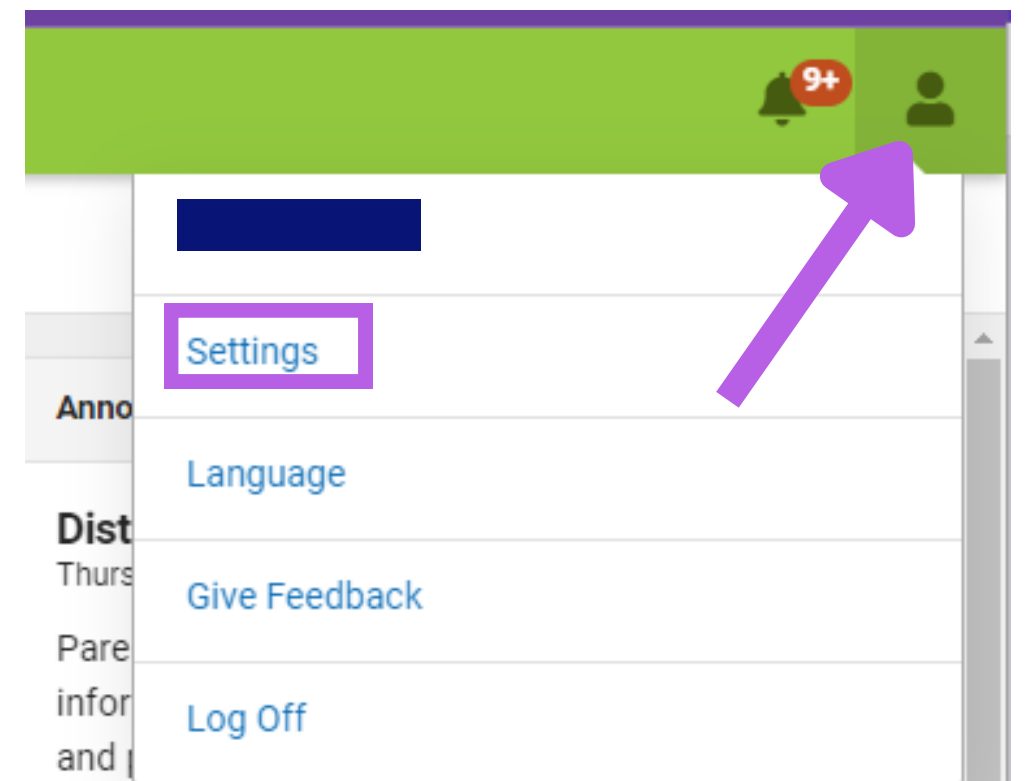
2 In the settings window, there are four types of preferences that can be adjusted.

Settings

Notification Settings

Account Settings

Contact Preferences

Current Devices

Account Settings allows you to update the email address and password for your account.

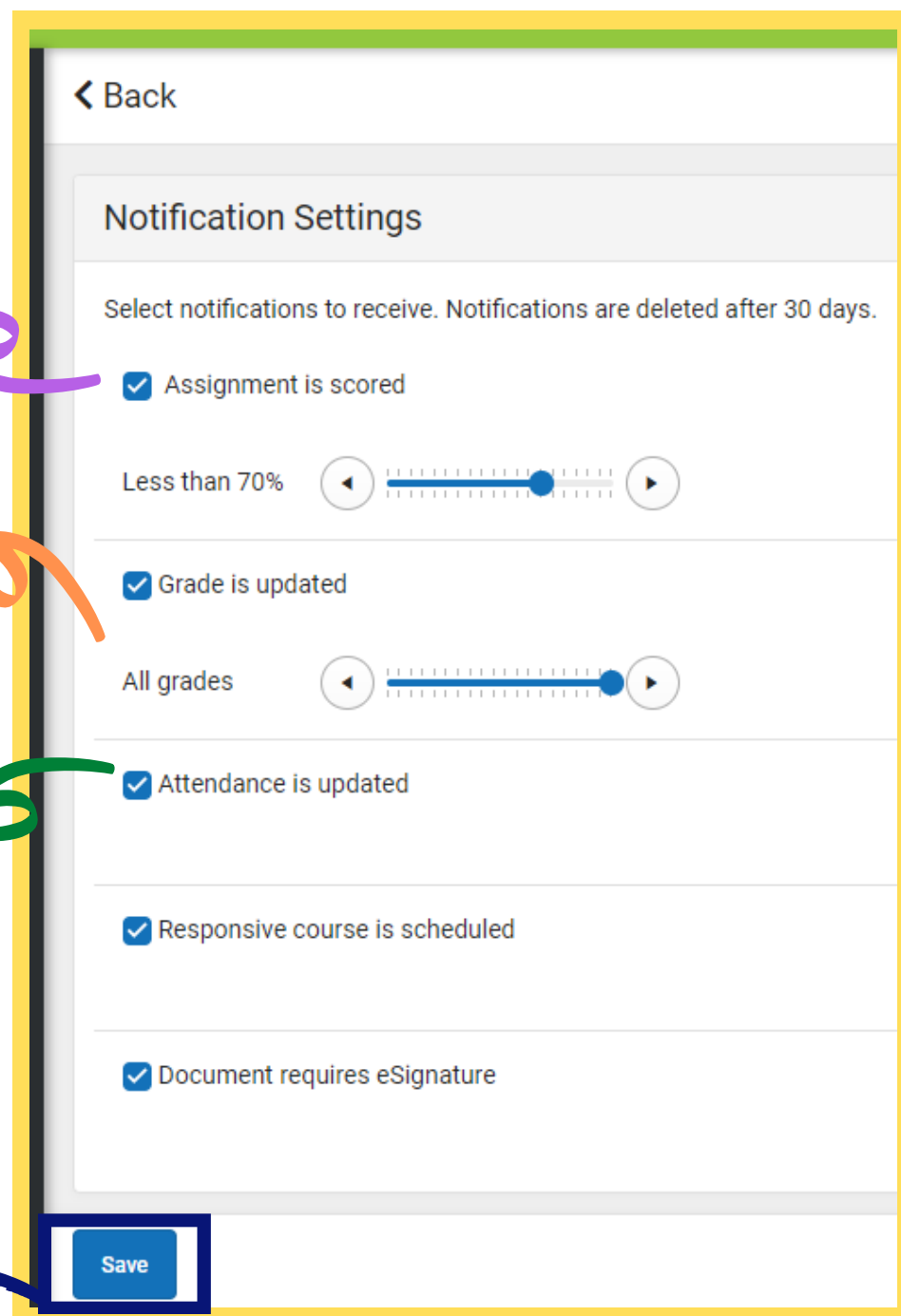**Current Devices** shows devices logged into your account via mobile app.

Notification Settings allow you to choose which notifications you receive and set a threshold for receiving notices.

Notifies you when any individual assignment grade (in this case **under 70%**) is entered.

< Back

Notification Settings

Select notifications to receive. Notifications are deleted after 30 days.

☑ Assignment is scored

Less than 70%

☑ Grade is updated

All grades

☑ Attendance is updated

☑ Responsive course is scheduled

☑ Document requires eSignature

Save

Notifies you when any **Course Grade/Average** is updated.

Notifies you when the student is marked absent or tardy, or when attendance is updated.

Contact Preferences shows your current contact numbers and emails and allows you to update them.

Contact Preferences

Cell Phone

Work Phone

(___)___-___x_____

Other Phone

Email Address

Secondary Email Address

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 y 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 y to send and receive text messages. To opt out, uncheck the Text (SMS) box at any time.

Email

PRIMARY EMAIL ADDRESS	EMAIL
Priority	☐
Attendance	☐
General	☐
Teacher	☐
Behavior Messenger	☐

Save

After making your selections, you MUST click **Save** for them to take effect!

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Looking for more tips on this topic?
See **Infinite Campus: Navigating Parent Portal** or
Infinite Campus: Navigating Student Portal

Contact your Digital Learning Coach for more information.

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