

Adding Emergency Contacts to the Parent Portal

Infinite Campus Portal URL: <https://mn.infinitecampus.com/campus/portal/stanthony.jsp>

Why are Emergency Contacts Important?

- If there is an emergency at school with a child and we can not get in touch with parents/guardians – we will call the emergency contacts listed in Infinite Campus.
- If the school must relocate and the reunification process has begun the **school will only release students to legal parents/guardians and emergency contacts.**

How to add Emergency Contacts to the Campus/Parent Portal

- Log in:
<https://mn.infinitecampus.com/campus/portal/stanthony.jsp>
- Follow the steps listed on each slide.
- Questions or concerns please call/email your school's secretary.

1. Log into the system

The screenshot displays the Infinite Campus Campus Portal. At the top left, there is a logo and the text "Campus Portal". To its right is a "SELECT A STUDENT" dropdown menu. On the top right, a "Welcome" message is partially visible next to a blacked-out name, followed by a home icon and a "Sign Out" button. The "Infinite Campus" logo is positioned in the upper right area. A left-hand navigation menu includes items like "Family", "Messages 1", "Household Information", "Family Members", "Calendar", "To Do List", "User Account", "Contact Preferences", and "Access Log". The main content area shows message categories: "District Notices - 0 messages", "School Notices - 0 messages", and "Inbox - 6 messages (1 new)". Below the inbox header is a table with columns for "Date" and "Subject", with the content area redacted by a black box. At the bottom, there is a promotional banner for mobile apps with the text "Go Mobile - Need Your District ID?" and a large green button labeled "Get Your District ID". Logos for the App Store, Google Play, and Amazon Appstore are also present.

Campus Portal

SELECT A STUDENT

Welcome [Redacted]

Sign Out

Infinite Campus

Family

Messages **1**

Household Information >

Family Members >

Calendar >

To Do List >

User Account

Contact Preferences >

Access Log >

St. Anthony Village High School

> District Notices - 0 messages

> School Notices - 0 messages

▼ Inbox - 6 messages (1 new)

X	Date	Subject
[Redacted]		

Go Mobile - Need Your District ID?

Get Your District ID

Available on the App Store

GET IT ON Google play

amazon apps Available at amazon appstore for Android

2. Select your Student

(if you have more than 1 student in the school system)

The screenshot shows the Infinite Campus interface. At the top left, there is a school logo and a dropdown menu labeled "SELECT A STUDENT" with a downward arrow. Below the logo, the text reads "13-14 St. Anthony Middle School", "Student Number: 1932", and "Grade: 06". At the top right, there is a "Welcome" message, a home icon, and a "Sign Out" button. The Infinite Campus logo is also present. A navigation sidebar on the left lists various options: Caitlin, Calendar, Schedule, Attendance, Grades, Behavior, Health, Assessment, eTranscript, Transportation, Reports, Demographics, Lunch PIN, Family, Messages (with a red notification bubble containing the number 1), Household Information, Family Members, Calendar, To Do List, User Account, Contact Preferences, and Access Log. The main content area displays "November 2013" with a calendar grid. The calendar has columns for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. There are icons for "Assignment(s) Due" and "Attendance Event(s)" above the calendar grid.

3. Click on “Demographics”

13-14 St. Anthony Middle School
Student Number: 1932
Grade: 06

SELECT A STUDENT

Welco

Sign Out

Infinite Campus

Caitlin

- Calendar
- Schedule >
- Attendance >
- Grades >
- Behavior >
- Health >
- Assessment >
- eTranscript >
- Transportation >
- Reports >
- Demographics >**
- Lunch PIN >

Family

- Messages 1 >
- Household Information >
- Family Members >
- Calendar >
- To Do List >

User Account

- Contact Preferences >
- Access Log >

November 2013

Assignment(s) Due Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
[Empty Content]						

4. Click on “+ Add Contact” under “Non-Household Contacts”

The screenshot displays the Infinite Campus web application interface. At the top left, there is a school logo and the text "13-14 St. Anthony Middle School", "Student Number: 1932", and "Grade: 06". A "SELECT A STUDENT" dropdown menu is located to the right. On the top right, there is a "Welcome" message, a home icon, and a "Sign Out" button. The main navigation menu on the left includes items such as "Caitlin", "Calendar", "Schedule", "Attendance", "Grades", "Behavior", "Health", "Assessment", "Transcript", "Transportation", "Reports", "Demographics", "Lunch PIN", "Family", "Messages 1", "Household Information", "Family Members", "Calendar", "To Do List", "User Account", "Contact Preferences", and "Access Log". The "Demographics" section is currently active, showing a large blacked-out area and an "Update" button. Below this, the "Non-Household Contacts" section is visible, featuring a blue button labeled "+ Add Contact". A black arrow points from the left side of the screen towards this button.

5. Fill in Information

Add Contact for [REDACTED] ✕

*** Denotes Required Field**

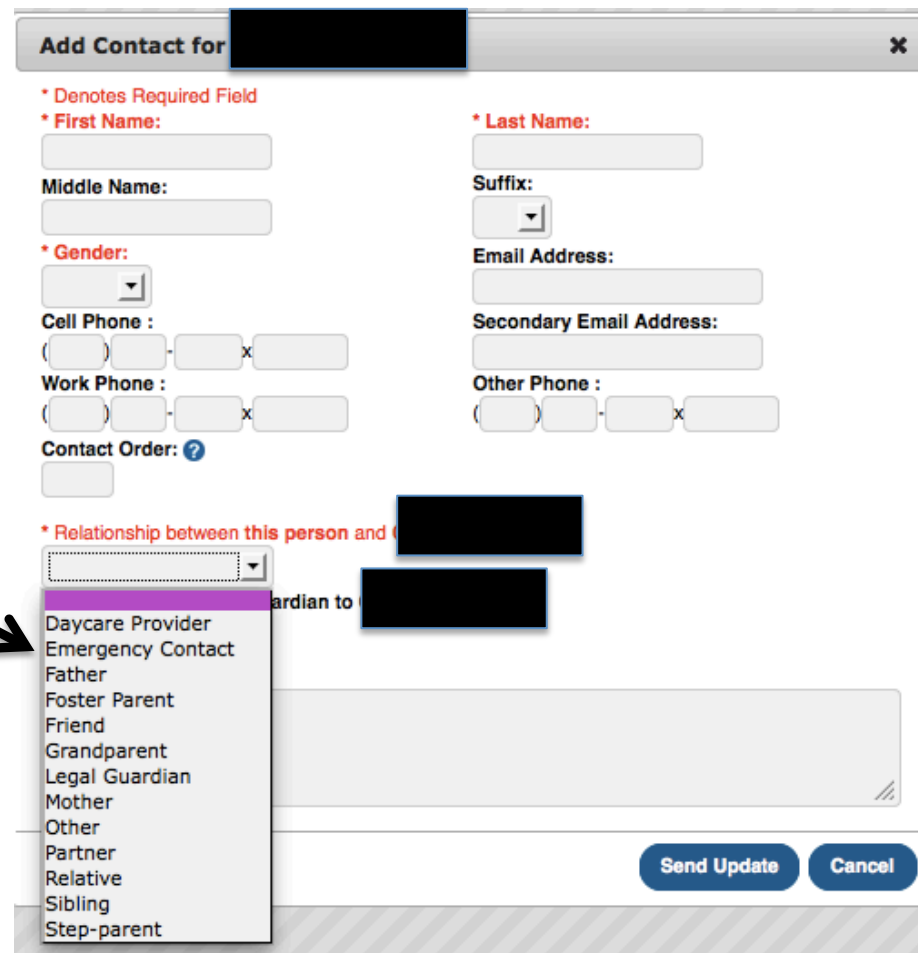
* First Name: <input type="text"/>	* Last Name: <input type="text"/>
Middle Name: <input type="text"/>	Suffix: <input type="text"/>
* Gender: <input type="text"/>	Email Address: <input type="text"/>
Cell Phone : (<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>	Secondary Email Address: <input type="text"/>
Work Phone : (<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>	Other Phone : (<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>
Contact Order: ? <input type="text"/>	

*** Relationship between this person and [REDACTED]**

Is this person a Legal Guardian to [REDACTED]

Comments:

6. Under “Relationship between this person and the Student,” select “Emergency Contact.”



The screenshot shows a web form titled "Add Contact for" with a close button (X) in the top right corner. The form contains several input fields and dropdown menus. A red asterisk indicates required fields. The fields include: First Name, Last Name, Middle Name, Suffix, Gender, Email Address, Secondary Email Address, Cell Phone, Work Phone, Other Phone, and Contact Order. A dropdown menu is open for the "Relationship between this person and the Student" field, showing a list of relationship types: Daycare Provider, Emergency Contact, Father, Foster Parent, Friend, Grandparent, Legal Guardian, Mother, Other, Partner, Relative, Sibling, and Step-parent. The "Emergency Contact" option is highlighted in purple. A black arrow points from the left side of the slide to the "Emergency Contact" option in the dropdown menu. At the bottom right of the form, there are two buttons: "Send Update" and "Cancel".

* Denotes Required Field

* First Name:

Middle Name:

* Gender:

Cell Phone :

Work Phone :

Contact Order:

* Last Name:

Suffix:

Email Address:

Secondary Email Address:

Other Phone :

* Relationship between this person and the Student:

Daycare Provider

Emergency Contact

Father

Foster Parent

Friend

Grandparent

Legal Guardian

Mother

Other

Partner

Relative

Sibling

Step-parent

Send Update Cancel

7. Click “Send Update”

The image shows a web form titled "Add Contact for" with a close button (X) in the top right corner. The form contains several fields, some marked with a red asterisk to indicate they are required. The fields are arranged in two columns:

- Left Column:**
 - * Denotes Required Field
 - * First Name: [text input]
 - Middle Name: [text input]
 - * Gender: [dropdown menu]
 - Cell Phone : [text input with area code and extension]
 - Work Phone : [text input with area code and extension]
 - Contact Order: [text input with a help icon]
- Right Column:**
 - * Last Name: [text input]
 - Suffix: [dropdown menu]
 - Email Address: [text input]
 - Secondary Email Address: [text input]
 - Other Phone : [text input with area code and extension]

Below these fields is a dropdown menu for "Relationship between this person and [redacted]". The dropdown is open, showing a list of relationship types: Daycare Provider, Emergency Contact, Father, Foster Parent, Friend, Grandparent, Legal Guardian, Mother, Other, Partner, Relative, Sibling, and Step-parent. The "Legal Guardian" option is highlighted in purple. To the right of the dropdown, the text "ardian to" is visible, followed by another redacted area.

At the bottom right of the form, there are two buttons: "Send Update" and "Cancel". A large black arrow points from the top left towards the "Send Update" button.

8. Wait for approval before
change will occur.