

INSTRUCTIONS TO UPDATE YOUR ADDRESS AND PHONE NUMBER FOR CHICKAMAUGA CITY SCHOOLS

1. **STEP 1:** Log in to your Parent Portal account on a computer using **Chrome...NOT ON THE APP.** (instructions can be found on the school website under the "parents" tab.)

The screenshot shows the website's navigation menu with the "parents" tab selected. A "Quick Links" sidebar is visible on the right. In the main content area, under the "PARENTS" heading, there is a list of links. A large arrow points to the "Infinite Campus Parent Portal Setup Instructions" link.

Change Account Settings

Account Security Email: [Add](#)

Account Security Email: *Add an account security email.*

Password: [Edit](#)

E-Signature PIN: [Add](#)

Please take this opportunity to review and update your family information within Infinite Campus. The phone number and email address that you have entered on your parent portal account are used in delivering notifications from teachers and One Call Now.

We recently had a security upgrade to Infinite Campus so you will need to make sure that you have added an "account security email" so you will be able to recover your password or user name if needed.

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Non-Household Contacts are added under "Demographics". In the event a parent/guardian cannot be reached, these people may be contacted during an emergency and/or may pick up your child.

Home phone numbers and street address/mailling addresses are updated under "Household Information".

Email address, cell phone numbers, work numbers, etc are updated under the "Family Member" section.

The screenshot shows the "Change Account Settings" page with a sidebar on the left. A large arrow points to the "Add" button for "Account Security Email". Another large arrow points to the "User Account" section in the sidebar. A third large arrow points to the "Add" button for "E-Signature PIN".