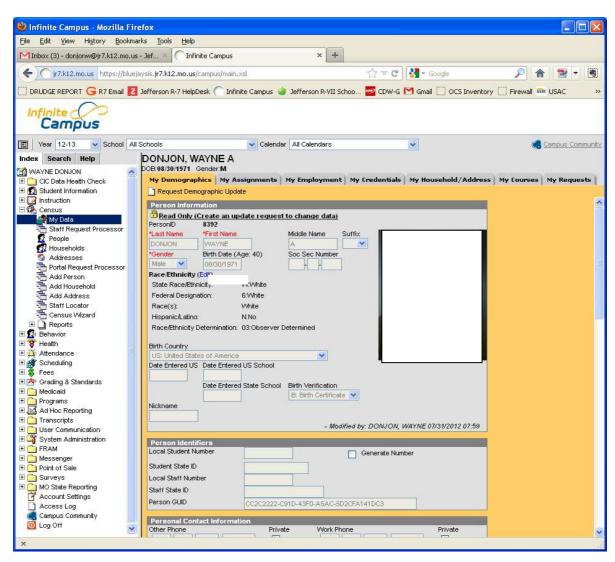# Requesting Changes to Your Data in Infinite Campus

Infinite Campus contains all of the contact, teaching, employment and emergency data for all staff and students. Infinite Campus is the system used to notify students, staff and parents (e.g. school closings, delayed starts, etc.). To ensure that the information contained in Infinite Campus is the most up to date, please review and request updates, if necessary, with the steps listed below.

1. Log into Infinite Campus
2. Select Census then select My Data in the IC Sidebar Menu
3. Review the information in each tab for accuracy
4. If changes are necessary, select Request <tab name> Update and enter the correct information, then Save. This will send an update request to an administrator. We will review and accept or deny the update request. Be sure to indicate the request type before saving the request.

You may review your requests by clicking on the My Requests tab under Census > My Data.