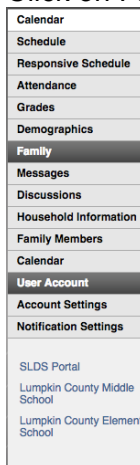# UPDATING FAMILY MEMBER INFORMATION

Parents have the opportunity to review and request changes to Family Member data. Parents can request changes to the following fields:

- Contact information, including:
    - First Name, Middle Name, Last name, Suffix, and Gender (for non-students only)
    - Cell Phone
    - Work Phone
    - Other Phone
    - Email Address

- Relationships
    - Type of relationship
    - Contact Order (for emergency situations)
    - Legal Guardian Relationship

Updating Contact Information

1. Log in to the Infinite Campus Parent Portal Website:
   https://campus.lumpkinschools.com/campus/portal/lumpkin.jsp

2. Click on Family Members on the navigation toolbar.

3. Select the appropriate family member for which to request a change in information.
4. Click the **Update button** below the Work Phone field. A pop-up window will appear.
5. Enter the updated contact information. For phone numbers, enter the 10-digit number (i.e., area code plus number); for email addresses, enter the full email address (i.e., name@internetprovider.com). For name changes (last, first, middle), only alphabetic letters, numbers, periods, hyphens and apostrophes are allowed. You may also update the contact order. This is the order that emergency phone calls are made in for each student.
6. Enter any **Comments** related to the requested information. These comments are seen by the staff person processing the request.
7. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
8. Click **OK** to return to the Family view.

Updating Relationship Information

1. Select the appropriate relationship to request a change in information.
2. Click the **Update** button to the right of the person's name. A pop-up window will appear.
3. Select the Relationship between the person's information that is currently being viewed and the chosen person. This is a required field.
4. Enter the **Contact Order** for this relationship.
5. Select whether the relationship is a **Legal Guardian Relationship**.
6. Enter any **Comments** related to the requested change in information. These comments are seen by the staff person processing the request.
7. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
8. Click **OK** to return to the Family view.