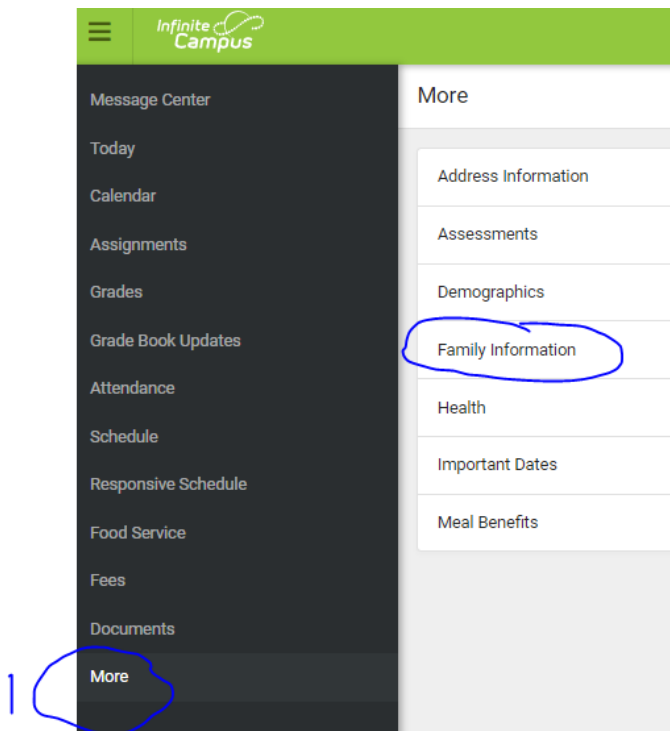


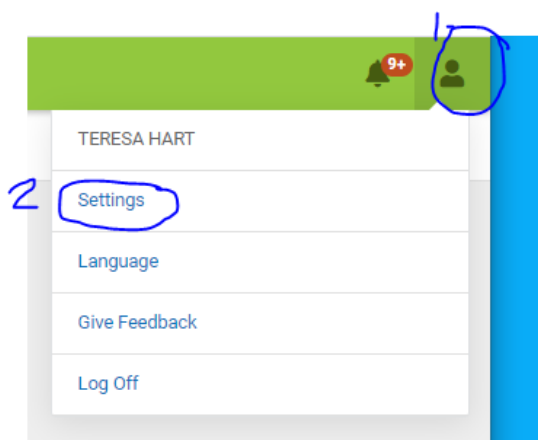
# How to check your family contact information in your Campus Portal (important so you are getting emergency messages etc. such as school closures)

1-Go to “More” on the bottom of the left side of the main screen



2-Go to “Family Information” to proof your information. If you have changes to make, click on “update” to the right of the data. Your change will be submitted to the school office for approval and will all take place online.

**Also check your own personal preferences for messages. Go to the far right of your screen and click on the person icon, and select “Settings”:**



- 1) Go through your “notification Settings” and select all check boxes, and hit Save:  
(you can choose the amount of your low lunch balance reminder)

### Notification Settings

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

Assignment is scored

All scores

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Grade is updated

All grades

---

Lunch balance is low

Less than \$15

---

Attendance is updated

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Responsive course is scheduled

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Document requires eSignature

- 2) Go through your “Contact Preferences” and select Voice / Text / or both. Also go through and check the Email tab options. We do not use the “Behavior Message” but we do use all others. If you do not have these selected, you would not get any alerts, like the emergency school closure message for example.

### Contact Preferences

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

Phone
  Email

You must be a household guardian to edit the household phone preferences.

CELL PHONE (218)348-9666	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Behavior Messenger	<input type="checkbox"/>	<input type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Staff	<input type="checkbox"/>	<input type="checkbox"/>
Food Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WORK PHONE (218)457-3000	VOICE	TEXT (SMS)
Priority	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>
General	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Messenger	<input type="checkbox"/>	<input type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If you have any questions, contact [attendance@isd698.org](mailto:attendance@isd698.org).