


Updating Contact Information in the Campus Student Portal

As we prepare for the new school year, we are requesting your child's cell phone number so that we can contact them directly in the event of an emergency. This initiative is endorsed by the District Safety Committee and is a best practice for safety and security.

Below are instructions for students to update their contact information in the Campus Student Portal.

Once you have logged in to the Campus Student Portal:

- Click the person icon  in the upper right corner.
- Click on **Settings**.
 - When the Settings page appears, click on **Contact Preferences**. You'll see your cell phone, secondary email address, and preferred language for district messages. Please review this information, make any necessary changes, and then click **Save**.

All of the boxes under **Message Preferences** (at the bottom of the page) should remain checked—please don't change anything in this area.

The information that appears in the Campus Student Portal is synchronized with the Blackboard notification system nightly, so any changes you make will take effect the following day.