

## Infinite Campus Parent Portal

Each year, the district requires parents and guardians to complete the **Infinite Campus ANNUAL UPDATES (Emergency Contact Information)**. This process ensures we have accurate and up-to-date information about your child, enabling us to provide the safest and best possible educational experience.

### Access Infinite Campus

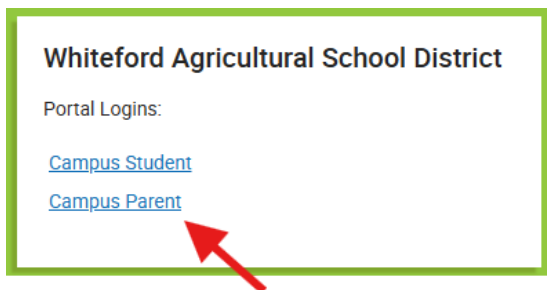
From District Homepage:



From App in Google Play/Apps Store:



### Log-In



then

Campus Parent

Whiteford Agricultural School District

LMTC Single Sign-On (SSO)

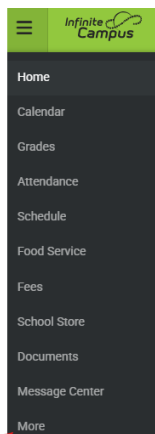
or

Parent Username: (Required)

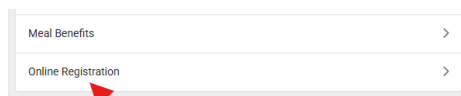
Password: (Required)

Log In

### Access Annual Update



on left side click on "More"



Then click on "Online Registration"

Existing Student Registration

NAME	STATUS	ACTION
25-26 Whiteford Online Enrollment	REQUIRED	Start

Then click "Start"

## Update Emergency Contact Information (Annual Update)

It is critical that we have updated emergency information, and we ask that just ONE (1) parent/guardian complete this annual update for each child enrolled!

In Infinite Campus Parent Portal,

1. Click "More" on the left hand side
2. Click "Online Registration"
3. Click "25-26 School Year Existing Student Registration - Start"
4. Click "Begin Registration"
5. Type first and last name and "Submit"
6. Under "Student(s) Primary Household"
  - a. Under Primary Phone update phone and contact preferences and "Next"
  - b. Check the appropriate Contact Preferences for voice and/or text messages
  - c. Under "Home Address" contact a school office if the address is not correct and "Next"
  - d. Under "Mailing Address" update or "Save/Continue"
7. Under "Parent/Guardian"
  - a. If in the same household you may see more than one parent, **you will update for both parents before moving forward**. Choose appropriate parent and then click arrow to complete
  - b. Under "Demographics" click "Next"
  - c. Under Contract Information update phone numbers, email, contract preferences and "Save/Continue"
  - d. If applicable, complete for 2nd parent/guardian and "Save/Continue"
8. Under "Emergency Contact"
  - a. Must add/have at least one New Emergency Contact and maximum of 2
  - b. Click "Add New Emergency Contact"
  - c. Under "Demographics" add first name, last name, and gender and "Next"
  - d. Under "Contact Information" enter at least one phone number as required and "Next"
  - e. Under "Verification" please enter the address for Emergency Contact and "Save/Continue"
  - f. "Save/Continue"
9. Under "Student"
  - a. Select the highlighted student to continue and then click arrow to complete
  - b. Under "Demographics" verify or add the information required and "Next"
  - c. Under "Race Ethnicity" skip and "Next"
  - d. Under "Relationships - Parent/Guardian" update accordingly based upon description and "Next"
  - e. Under "Relationships - Emergency Contacts update accordingly based upon description and "Next"
  - f. Under "Relationships - Other Household" update accordingly and "Next"
  - g. Under "Health Services - Medical or Mental Health Conditions" click "No" or "Add Condition" and "Next"
  - h. Under "Health Services - Medications" click "No" or "Add Medication" and "Save/Continue"
10. Click "Submit"
11. Close pop-up screen
12. Completed
13. If you have more than one (1) student in the district, please complete for all students.