

# Direction to Change Call System Settings In the Parent Portal

Click on **Contact Preferences**

The screenshot shows the Infinite Campus Parent Portal interface. The browser address bar displays <https://ic.kenton.k12.ny.us/campus/portal/main.xsl>. The page header includes "Campus Portal" and "SELECT A STUDENT" with a dropdown arrow. A "Welcome" message and "Sign Out" button are visible. The left sidebar contains a navigation menu with the following items: Family, Messages, Household Information, Family Members, Calendar, User Account, and Contact Preferences (highlighted in blue). Below the menu, the school name "Kenmore East High School" is listed. The main content area features a "District Notices - 1 message" section with a message about user expectations and a disclaimer. Below this, there are sections for "School Notices - 0 messages" and "Inbox - 2 messages". A prominent orange arrow points to a green button labeled "Get Your District ID". At the bottom, there are logos for the App Store, Google Play, and Amazon Appstore.

Click on **the check boxes you would like to add or change**

For example, if you would like to allow text messages, check the box for Text (SMS) under cell phone. You should check for all instances that you would like us to text you – emergency or attendance or General Notifications.

**We will not be using for Behavior events or for teacher use at this time.**

**Message Contact Preferences**

Email Address:

Secondary Email Address:

Instructions:

For each type of message (Emergency, Attendance, Behavior, General Notification, Priority Notification, Teacher) select how you prefer to receive that message. You may select to receive a message on more than one device. To change or add a phone number you will need to contact your school's administrative offices.

Please check the Text(SMS) check box if you would like to receive text messages sent by the school.

- If 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 these text (SMS) messages.
- To opt out uncheck the text (SMS) box anytime.
- For support contact your district.

		Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
Household Phone (716) <input type="text"/>	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone (716) <input type="text"/>	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone (716)874- <input type="text"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Email <input type="text"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language

It is important that you check to work phone if you would like to be contacted at work. We did not set work phone as a default because many people may not be contacted at work. Remember, that the automated system will leave a message – it cannot dial an extension - so if a switchboard operator answers, it will leave the message.

Message Contact Preferences

Family

- Messages >
- Household Information >
- Family Members >
- Calendar >
- User Account
- Contact Preferences

Kenmore East High School

Instructions:

For each type of message (Emergency, Attendance, Behavior, General Notification, Priority Notification, Teacher) select how you prefer to receive that message. You may select to receive a message on more than one device. To change or add a phone number you will need to contact your school's administrative offices.

Please check the Text(SMS) check box if you would like to receive text messages sent by the school.

- If 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 these text (SMS) messages.
- To opt out uncheck the text (SMS) box anytime.
- For support contact your district.

	Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
Household Phone (716) 836-8235	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cell Phone (716) 913-7517	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Phone (716) 874-8400/5209	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Email (krainey@kenton.k12.ny.us)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Preferred Language: US English

Click Save when you are done.

Save