

Gahanna Families,

To update your Infinite Campus Contact Preferences log into the IC Parent Portal here:

https://meta.infinitecampus.org/campus/portal/gahanna_jefferson.jsp

1. Once logged in navigate to the *Contact Preferences* lab located in the left side menu.
2. You can update your email address

Note: Staff and Students need to have their primary Email address set as their @gtps.org address. If this is changed, a nightly process will put the district email back to primary, move the current primary to secondary and delete the current secondary. We recommend staff and students use the Secondary email for your personal email and select the appropriate communication types.

Note 2: If you wish to change your phone number please contact your building secretary. We are working to get a phone number update option in the parent portal in the future.

3. You can also select the message type for each contact method.

Note: Everyone's primary email (labeled "Email") along with Other and Cell phone numbers will be used for all General and Emergency communications. If you uncheck these options they will be reapplied nightly.

4. You can select all of the contact types you wish to receive. You have to opt into text (SMS) message

Family | **Message Contact Preferences**

Messages > | Household Information > | Family Members > | Calendar > | Fees > | User Account > | Account Management > | **Contact Preferences** | Access Log >

Successfully saved contact information.

Email Address: ← 2

Secondary Email Address:

Instructions: ← 1

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	Messenger	General Notification	Priority Notification	Teacher
Cell Phone (555)255-1996	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Email (email@infinitecampus.com)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 another language please specify your preferred language.

Preferred Language:

← 3 (points to table)

← 4 (points to language dropdown)

More information regarding the Infinite Campus parent portal can be found here:
http://gahannaschools.org/District/Parent_Portal.aspx

If you have any questions or need help you can submit a helpdesk ticket at
https://docs.google.com/forms/d/e/1FAIpQLSdNkUpqyIBsE-ixujiqb-6DQgNXD14zstAX1o-zjhUMiX5Qjw/viewform?usp=sf_link