

# Contact Preferences (Portal)

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**PATH:** *Campus Portal > User Account > Contact Preferences*

It is important for users to have up-to-date contact information that can be used by Campus Messenger to distribute timely information to parents. Users should verify that contact information is correct and then indicate which types of messages should be directed to each phone or email address. Message types include Emergency, Attendance, Behavior, General Notification, Priority Notification and Teacher.

Before the contact preference checkboxes will display, the user must have an email address entered and saved. Text messaging may not be available to all users and depends on whether the school/district makes use of text messaging.

**Message Contact Preferences**

Successfully saved contact information.

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
Cell Phone (555)255-1996	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Text (SMS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>

† 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.

Image 1: Contact Preferences

## Modifying Preferred Contact Preferences

This tool allows a Portal user to enter his/her email address and specify the type(s) of messages to be received through email. He/she can select the language in which messages are preferred.

Preferences may be set for the following types of messages:

<b>Message Type Column</b>	<b>Mark checkboxes in this column if the email and/or phone number should be contacted for...</b>
<b>Emergency</b>	emergency messages.
<b>Attendance</b>	student attendance messages.
<b>Behavior</b>	student behavior messages.
<b>General Notification</b>	general school or district messages.
<b>Priority Notification</b>	high-priority messages sent by the district or school.
<b>Teacher</b>	teacher-created messages. <div style="border: 1px solid green; padding: 10px; margin-top: 10px;">For some users, the Teacher column of this screen will not allow phone number checkboxes to be marked. This means that teachers do not use phone messaging as a contact method.</div>

## Phone Number Preferences

If phone and/or text messaging is used by the school/district, a Portal user may designate specific phone number(s) for receipt of certain message types.

A Portal user must have phone numbers on file with the district/school for them to appear on this screen.