

Once logged into the Campus Portal select your student to add the emergency contact too

Once you choose your student you will click on Demographics on the left side of the page. Then click on Add Contact. You can only add 1 contact at a time. This will have to be done for each student you have attending in the district. Please do not add contacts under the parent's names. Once you click on 'send update' the information will need to be accepted by Student Information. Please allow a couple of days for this process to happen.

- Calendar >
- Schedule >
- Attendance >
- Health >
- To Do List >
- Reports >
- Demographics**
- Bus Routes >
- Family
- Messages >
- Household Information >
- Family Members >
- Calendar >
- To Do List >

Instructions Below
 Please designate two people (daycare, neighbor, or local relative) to care for your child in the event you cannot be reached. Please add your doctor, dentist and hospital information here as well. You can use 'male' as the gender for hospital. If you do not know your doctor or dentists first name please us Dr as the first name. You will be able to choose doctor, dentist or hospital from the relationship drop down menu once you add the contact. For hospital please use the word hospital for last name. This information is required as part of your Emergency Card information. Health Concerns will be updated during your open house or any other events that may take place prior to the start of school.

Students Name

Personal Information

Legal Name:	Student Name	Date of Birth:	
Gender:	M	Hispanic/Latino:	N
		Race(s):	White

Non-Household Contacts

Click on Add Contact to enter your 2 emergency contacts, your doctor, dentist and hospital information. You will need to click on 'add contact' for each new person you add.

* Denotes Required Field

* First Name:

Middle Name:

* Gender:

Cell Phone :

Work Phone :

Contact Order: ?

* Relationship between this person and Adam :

Is this person a Legal Guardian to Adam? ?

Comments:

* Last Name:

Suffix:

Email Address:

Secondary Email Address:

Other Phone :

Every field in red has to be filled in. If you do not know your doctor or dentist's first name, please enter Dr as the first name. Gender is required so please use Male for Hospital choice.

Directions to make a change to your home phone number.

The screenshot shows a navigation menu on the left with 'Household Information' highlighted in red. The main content area is titled 'Household Information' and contains a sub-section 'Household Phone Number' with the number '(651) 555-5555' and an 'Update' button also highlighted in red. Below this is the 'Household Address' section, which includes 'Primary Address' and 'Cottage Grove, MN 55016'.

Below is an example of a change to a family member. So if you look above and you were to choose Family Members instead of the Household Information you would get something like below. Click on update on the family member you would like to make changes too and complete at least the fields in red and then click on send update. All updates must be accepted by us before they will appear in the portal. This may take up to a week. During the start up of school it may take longer. Please be patient. Please do not make changes to guardianship here. Contact Student Information at (651) 425-6328. There will be some additional information we will need before this change can take place. Contact order is more of an internal field that we cannot shut off. Please do not make any changes here. If you already have don't worry about it.

The screenshot shows a user profile for 'Joe Johnson'. It lists contact information: Cell Phone, Work Phone, and Other Phone, all with the number (651)458-6235. It also lists Email and Secondary Email. Below this is a table titled 'Joe's Relationships' with columns for Name, Relationship with Pete, Contact Order, and Guardian. Each row has an 'Update' button.

Name	Relationship with Pete	Contact Order	Guardian	
Jack	Father	2	Yes	Update
Jill	Father	2	Yes	Update
John	Father	2	Yes	Update
Jane	Spouse		No	Update