

# Infinite Campus Parent Portal – Updating your Contact Information

## Logging in

1. On the district or any building webpage, click on the **Parents** link in the upper right hand corner - [www.hastings.k12.mn.us](http://www.hastings.k12.mn.us)
2. Click on the **Campus Parent Portal** Quick Link
3. Log in with your Infinite Campus ID and password  
*If you do not currently have a parent portal account, contact your child's school to request one.*



## Infinite Campus Parent Portal Home Page

You will find a list of school notices, district notices and messages that may have been sent from your child's school. Users navigate through the Infinite Campus portal by using the menu on the left-hand side of the screen.

## To update your home phone number

1. On the left side, select **More** and then select "Address Information" on the right side of the screen.
2. If your telephone number has changed, click on the "Update" button next to your phone number to input your new number. Be sure to click on the Update button again to save your changes.

***Household address changes require submission of the Household/Change of Address form. A link to the form is available on the top of the screen.***

### Household Information

**For all address changes, please print and complete the below form and turn the completed form into the main office at your child's school.**

Link to form: [Household/Change of Address Form](#)

## To update your email address and other phone numbers including cell phone and work phone

1. On the left side, select **More**, and then select **Family Information** on the right side of the screen.
2. Locate your name (or the name of whatever parent in the household has an email address and/or phone number change). Click on the **Update** button located next to that person's name.
3. Make your changes and click on the **Update** button.

***You will notice that children in the household are listed on this page. Students in grades 5-12 will have their official district established email address listed (ex: [22Joe.Smith@hastingsapps.org](mailto:22Joe.Smith@hastingsapps.org)) next to their name. Please do NOT change the email addresses associated with the students as these are used in grades 5-12. Parent email addresses are listed next to the parent name and should be updated there.***

## Emergency Contacts

- There is also a menu item titled "***Emergency Contacts***". This area may include 1-2 NON-HOUSEHOLD emergency contacts for the student. These are additional contacts besides the parents who could be contacted in an emergency if parents are unable to be reached. If you would like updates made in this area, you'll need to contact your child's school to request these changes.