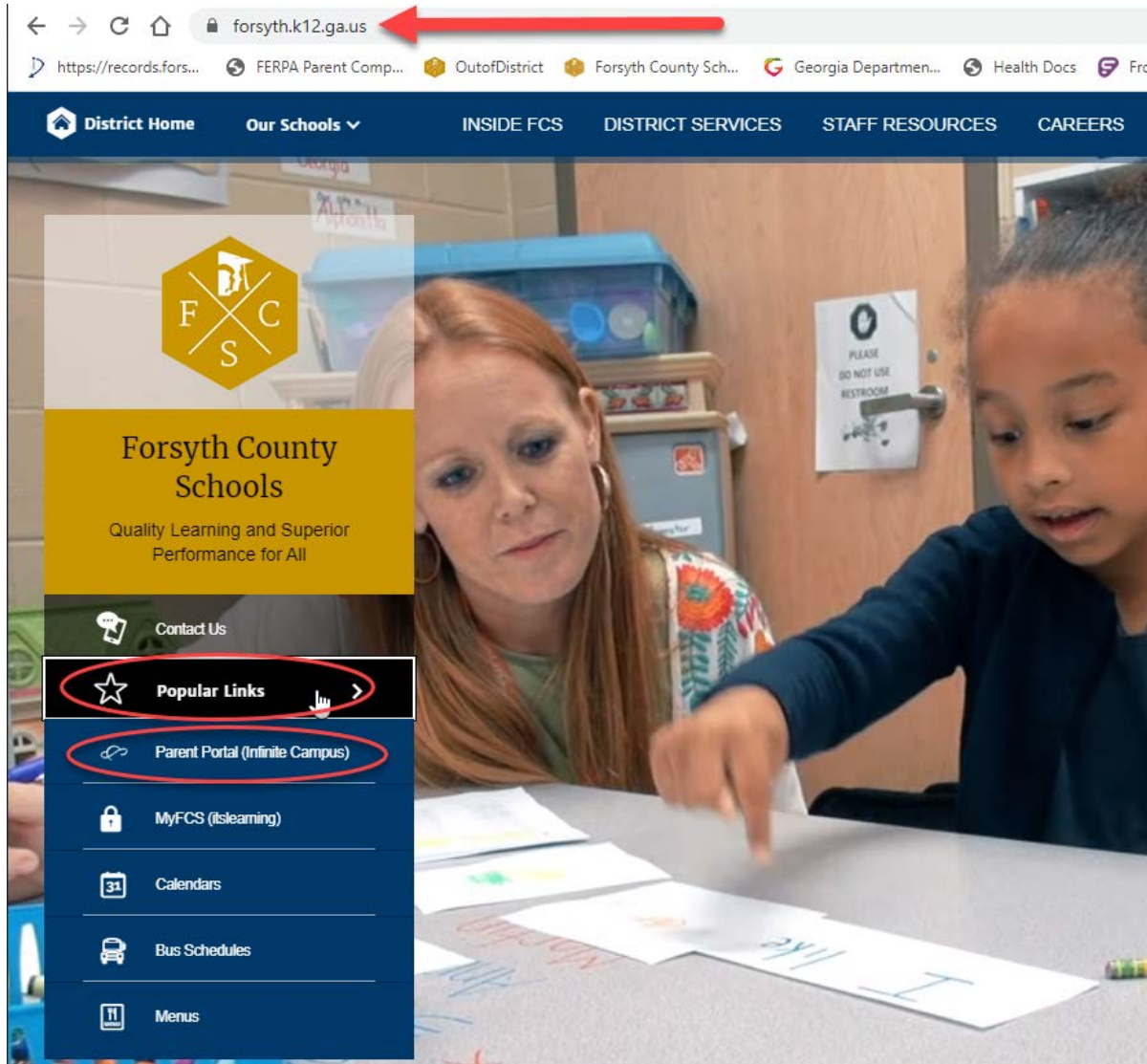


## Parent Portal Instructions – Updating Email Addresses and Phone Numbers

1. Log into your smart phone app or go to [www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us). Find **Popular Links** and then click on **Parent Portal (Infinite Campus)**.



2. Type in your school assigned Parent Portal login and password. If you do **not** have a Parent Portal login and password, you will need to go to your school with a valid photo ID and get your unique login and password to access your student's information.

**Infinite Campus**

### Forsyth County

Parent Username

Password

**Log In**

[Forgot Password?](#) [Forgot Username?](#) [Help](#)

[Log In to Campus Student](#)

or

[New User?](#)

Friday 05/08/2020

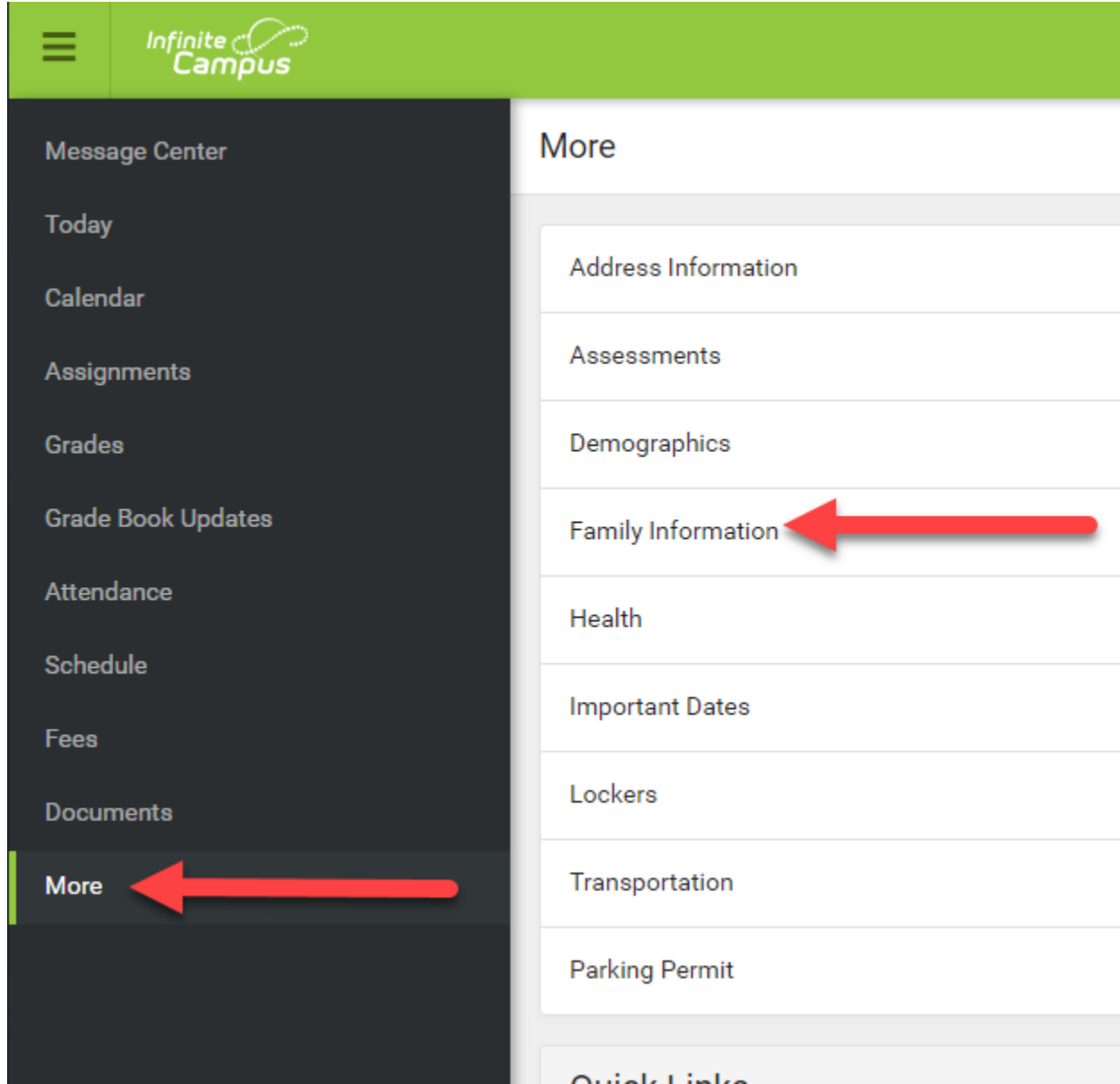
If you do not have a Parent Portal account please

1. Please write a letter requesting that your activation contain your original, signature, child(ren)'s name (picture id). You may upload [Click Here for the Sec](#) letter with attachment for processing.

[Click Here for Parent Portal Request Instructions](#)

2. Use your Activation Key to create an account for

3. Click on the More option on the left menu. Then click on Family Information.



- Once inside Family Information, you can update family member information of those who live within the same household. Each family member has a section. Go to the section of the person whose information needs to be corrected, and hit the update button below his/her name.

The screenshot shows the Infinite Campus interface. On the left is a dark sidebar with a menu including: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, and More. The main content area is titled 'Carpenter Information' and includes a 'Back' button. Below the title are three informational notes: '\* Documentation must be provided to your child's school in order to add or remove a guardian or guardian designation.', '\*Spouses/Significant others are not listed as guardians of each other.', and '\*Siblings are not listed as guardians of each other.' There is a blurred image of a person. Below this is the 'Contact Information' section, which lists phone numbers (Cell: (404)906-..., Work: (770)887..., Other: (404)90...) and an email field. A red circle highlights the 'Update' button, with a red arrow pointing to it from the right. Below that is the 'Relationships' section, which lists a 'Mother/Daughter' relationship with '(Guardian)' and 'Emergency Priority 1'. It also shows phone numbers (Cell: (706)..., Other: (404)...) and 'No data' for email. A second red circle highlights the 'Update' button, with a red arrow pointing to it from the right. A third relationship entry is partially visible at the bottom.

5. Change/add the phone number or email connected to the person and then hit the blue Update button at the bottom. A request to make the update will be sent to the Student Information Department for verification. Once verified, the Student Information Department will update the account.

The screenshot shows the 'Update Contact' interface for a user named Paul. The interface includes a sidebar with navigation options like Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, and More. The main content area has a 'Back' button and a title 'Update Contact: Paul'. Below the title are several input fields: 'Cell Phone' (with a red arrow pointing to the input), 'Work Phone' (with a red arrow pointing to the input), 'Other Phone' (with a red arrow pointing to the input), 'Email Address' (with a red arrow pointing to the input), and 'Secondary Email Address' (with the value 'user@example.com'). There is also a 'Comments' text area. At the bottom, there are two buttons: 'Update' (highlighted with a red circle) and 'Cancel'.