

The Family section of the Portal contains Messages for the family, Household Information, Family Member information, Calendar information for all enrolled students and a Family To Do List etc.

The screenshot shows the 'Campus Portal' interface for a user named Anderson. The top navigation bar includes 'SELECT A STUDENT' and 'Sign Out'. The left sidebar menu is highlighted with a red box, showing options like Family, Messages (2), Household Information, Family Members, Food Service, Applications/Forms, User Account, Account Management, Contact Preferences, and Access Log. The main content area displays 'Household Information' for 'Anderson', including a 'Household Phone Number' field with the value '(555) 555-1212' and an 'Update' button, and a 'Household Address' field with the value '1234 109th Ave NE, Any Town, MN 55555' and a 'Mailing: Yes' status, also with an 'Update' button.

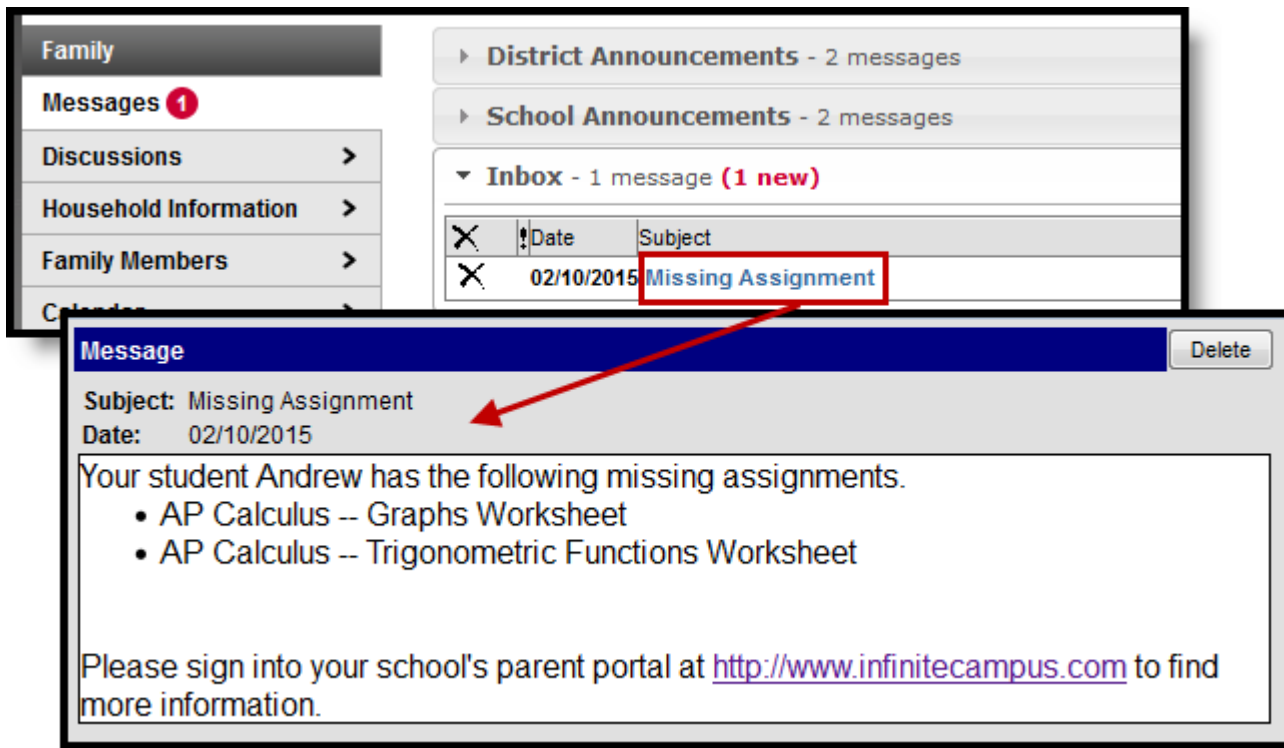
The **Messages tab** is selected by default. Its contents are divided into three sections: District Notices, School Notices and the Inbox. If a section contains no information it will be closed by default.

The screenshot shows the 'Campus Portal' interface for a user named Tom Student. The top navigation bar includes 'SELECT A STUDENT', 'Welcome Tom Student', and 'Sign Out'. The left sidebar menu is highlighted with a red box, showing options like Family, Messages (4), Discussions, Household Information, Family Members, Calendar, Fees, Payments, and Food Service. The main content area displays 'Messages' with three sections: 'District Announcements - 2 messages', 'School Announcements - 2 messages', and 'Inbox - 4 messages (4 new)'. The 'School Announcements' section is expanded, showing a message from Harrison High dated 02/10/2015, stating that school is cancelled for Tuesday, February 10th due to cold temperatures and slick conditions. The message includes a 'Please stay safe and warm!' note and a list of 'Recent Event Highlight Links' for Wrestling, Boys' Basketball, Girls' Basketball, Gymnastics, and Debate.

Messages

A count of all messages is noted next to the message type. An indication of new messages since the last visit will appear in the left hand navigation pane. The new message is also noted by a NEW flag and the message toggle field lists the number of new messages in that section.

To view a new message in the Inbox, click the Subject of the message.



Example of a Inbox Message

Messages Display

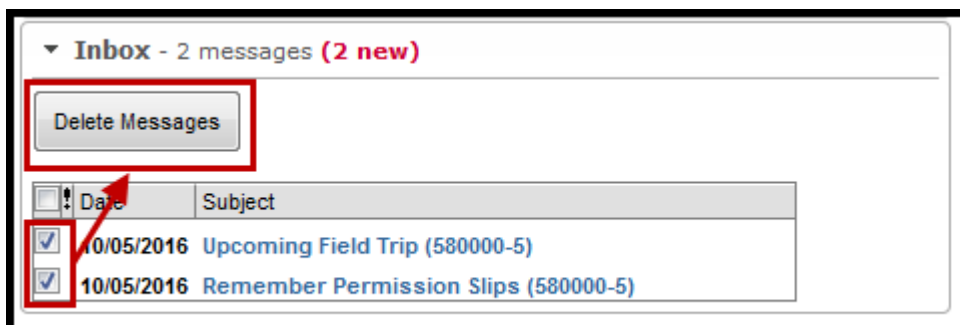
Notices are sorted by start date and display until the expiration date is reached.

The **Inbox** displays student related messages ordered from newest to oldest. The type of messages depend on the schools' use of Campus Messenger. Possible messages include missing assignment notices, failing grade notices, attendance notices, behavior notices, surveys and general information notices.

Users can view notices at anytime by selecting the **Messages** tab or by clicking the **Home** button in the top right of the Portal.

Deleting Messages

To delete messages, mark the checkbox next to the message(s) and click **Delete Messages**.



This tab lists the household phone number and all current addresses of the household.

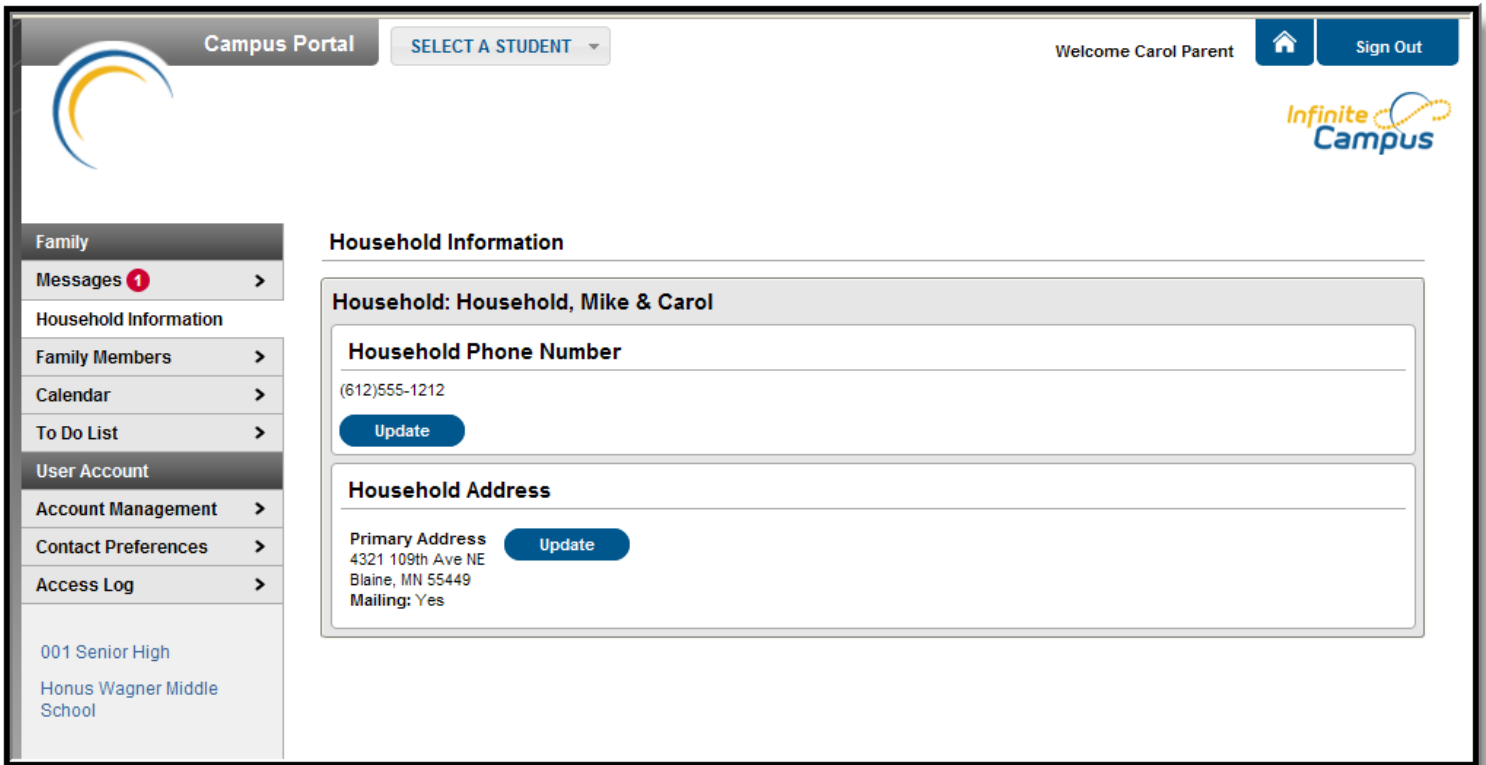


Image 1: Portal Household Information

Updating Household Information

Depending on district settings, parents/guardians may have the opportunity to review and request changes to household information that includes requesting a change to the household address(es) and a change to the household phone number.

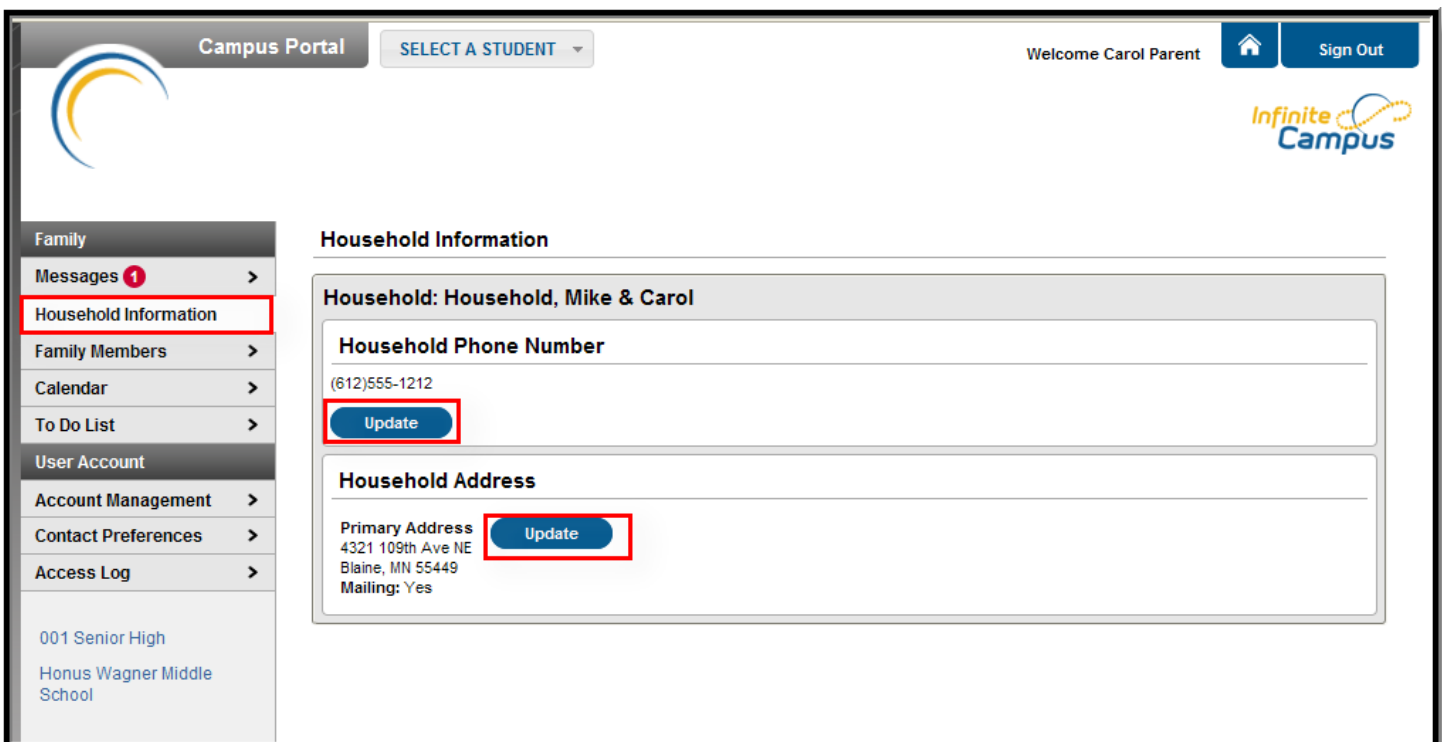


Image 2: Update Household Information Options

Requests to change census data will be reviewed by district personnel and approved accordingly. There may be a short lag time between the time the request for change was submitted and when changes are reflected.

Updating Household Phone Number

1. Click the **Update** button below the **Household Phone Number** field. A pop-up window will appear.
2. Enter the updated 10-digit household number (i.e., area code plus number).
3. Enter any **Comments** related to the modified information. These comments are seen by the staff person processing the request.
4. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
5. Click **OK** to return to the **Household Information** view.

Updating this phone number will update the home phone number for all members of the household.

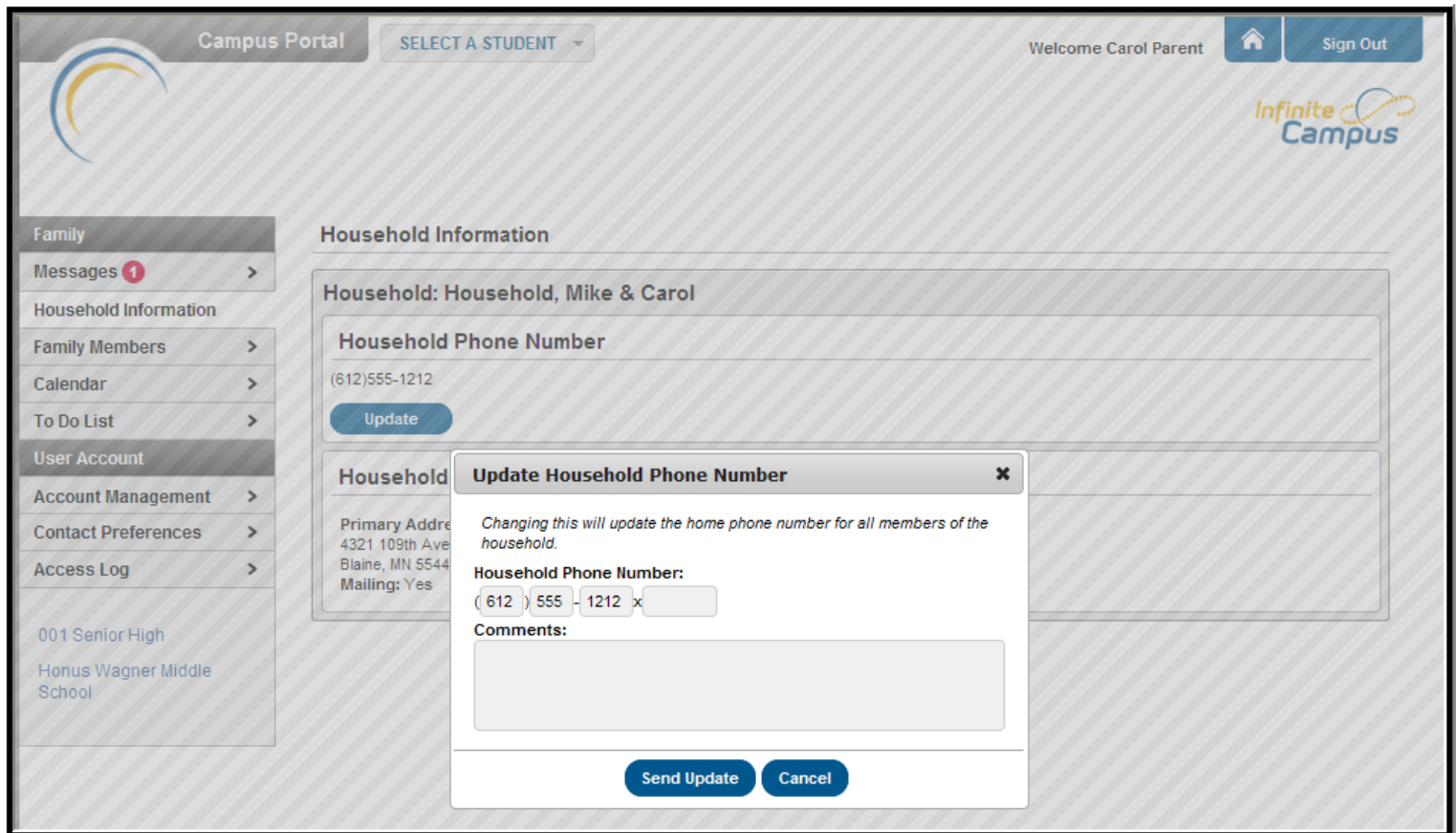


Image 3: Update Household Phone Number

Updating Household Address

1. Click the **Update** button next to the Address that should be changed (a household may have more than one address). A pop-up window will appear.
2. Enter the correct address information in the appropriate fields. For definitions on these fields, see the [#Address Fields](#) table following these instructions.
3. If mail should be sent to this address, mark the **Send mail to this address** checkbox.
4. Determine the type of change for this address and select the correct radio button.
 1. I am changing my address because I moved or will be moving. This selection requires the entry of an Address Effective Date, meaning the address change will not take effect until the date entered (all mail sent between

now and the effective date will be sent to the existing address). A calendar pop-up will display to easily select the date the new address should take effect.

2. I am correcting my address information because it was incorrect.
5. Enter any **Comments** related to the modified information. These comments are seen by the staff person processing the request.
6. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
7. Click **OK** to return to the **Household Information** view.

Household Information

Household: Banks

Household Phone Number

Update Address [X]

Update your address information, indicate what type of change you are making, and click Send Update.
Household address changes for staff members will be made in Human Resources as well.

P.O. Box: *** Number:** **Prefix:** **Street:** **Tag:** **Direction:** **Apt:**

*** City:** *** State:** *** Zip Code:** **County:**

Send student mail to this address

Type of Change

Please select the reason for making this address change.

I am changing my address because I moved or will be moving.
Address Effective Date:

I am correcting my address information because it was incorrect.

Comments:

Send Update **Cancel**

In English En Español 简体中文 繁體中文

Image 4: Update Household Address Request

To cancel these requests, click the **Cancel** button.

When the district approves or denies a request, a message will be visible on the Portal in the Inbox section indicating the request has been processed.

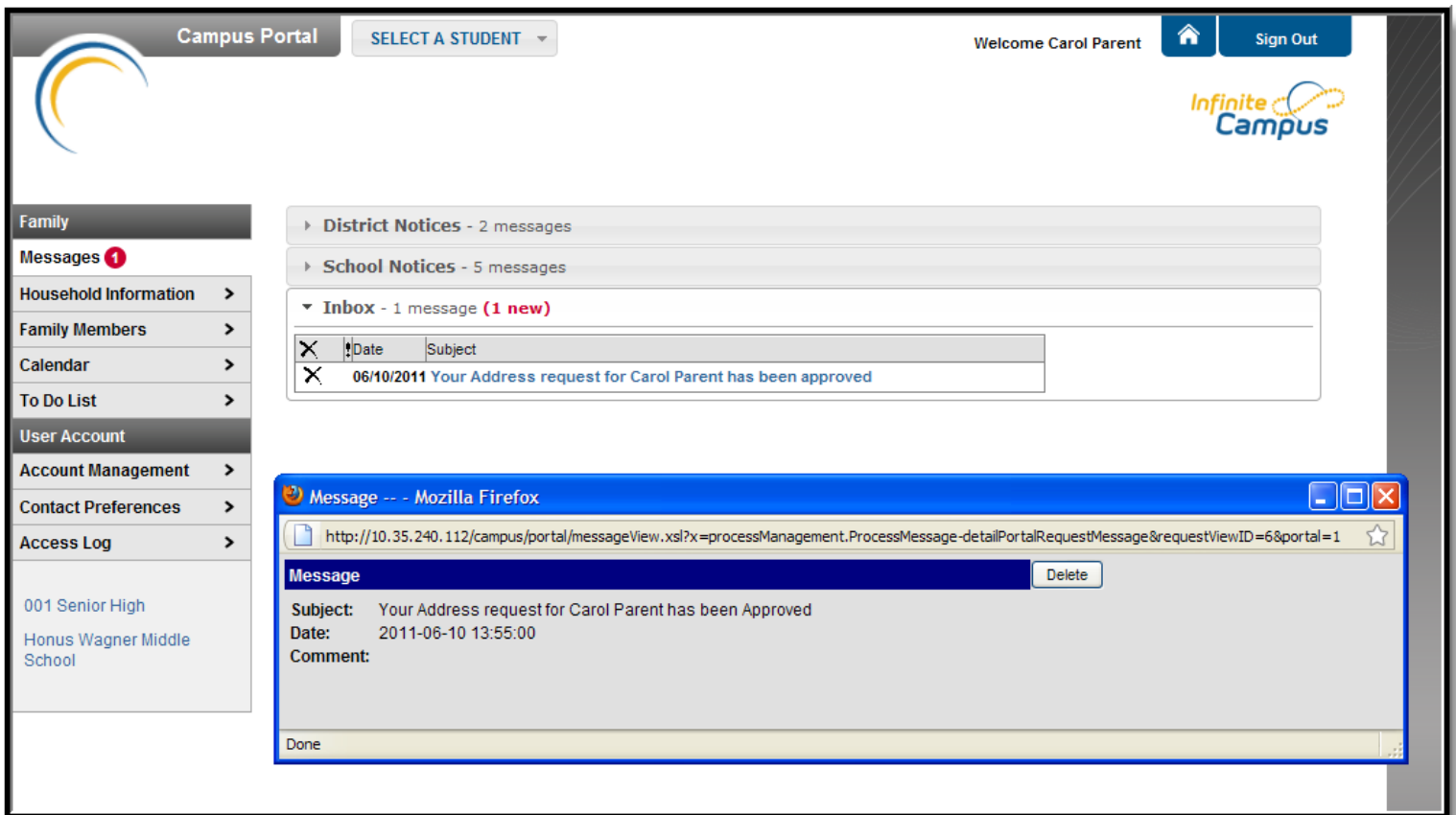


Image 5: Update Request - Process Message

Address Fields

Field	Definition
P.O. Box	Indicates the address is not a street address and mail is sent to the resident Post Office for collection. When a household has a P.O. box as the mailing address, a second address is often listed for transportation (bus) drop offs. House Number of the address, or Box number if the address is a P.O. Box address.
Number	In the address <i>7750 South Barstow Street NE, My Town MN 55555</i> , 7750 is the number. Only enter the number of the address. Direction of the street in the address.
Prefix	In the address <i>7750 South Barstow Street NE, MyTown MN 55555</i> , South is the prefix. Name of the street.
Street	In the address <i>7750 South Barstow Street NE, My Town MN 55555</i> , Barstow is the street name. Enter only the name of the street. Label of the entered street - Avenue, Street, Blvd., etc.
Tag	In the address <i>7750 South Barstow Street NE, My Town MN 55555</i> , Street is the tag. Enter only the tag in this field. Direction indicating the placement of the street within the city limits.
Direction	In the address <i>7750 South Barstow Street NE, MyTown MN 55555</i> , NE is the direction. Enter only the direction in this field. Apartment number if this address is for an apartment building location.
Apt	In the address <i>7750 South Barstow Street NE, Apt. 101 My Town MN 55555</i> , 101 is the Apartment number.
City	Postal city for the address.
State	Two-digit state code for the address.
Zip Code	Postal zip code (plus 4 if available).
County	County in which the address is located.

This tab lists demographic information for all household members. Here, parents can review each person's contact information and relationships between all household members.

The school can give access rights to all parents/guardians to whom the student has a relationship or only specific rights to one parent or guardian. This authorization structure is established when the custodial parent or guardian informs the schools of the rights of each parent or guardian to this information.

Updating Family Member Information

Depending on district settings, parents may have the opportunity to review and request changes to Family Member data. Parents can request changes to the following fields:

- Contact information, including:
 - First Name, Middle Name, Last Name, Suffix and Gender (for non-students only)
 - Cell Phone
 - Work Phone
 - Other Phone
 - Email Address
- Relationships
 - Type of relationship
 - Contact Order
 - Legal Guardian Relationship

The screenshot shows the 'Family Members' section of the Campus Portal. It features a navigation menu on the left with options like 'Family', 'Messages', 'Household Information', 'Family Members', 'Calendar', 'To Do List', 'User Account', 'Account Management', 'Contact Preferences', and 'Access Log'. The main content area is titled 'Family Members' and shows 'Household: PORTAL HOUSEHOLD'. Under 'Christina Student', there are fields for 'Cell Phone', 'Work Phone', 'Other Phone', and 'Email', each with an 'Update' button. The 'Work Phone' button is highlighted with a red box. Below this is a table titled 'Christina's Relationships' with columns for Name, Relationship with Christina, Contact Order, and Guardian. Each row has an 'Update' button, which are also highlighted with a red box. At the bottom, there is a section for 'Michael Father' with similar contact fields and an 'Update' button.

Name	Relationship with Christina	Contact Order	Guardian	Update
Angelica Sister	Sister - Sister		No	Update
Michael Father	Father - Daughter		Yes	Update
Claudia Mother	Mother - Daughter		Yes	Update
Hannah S.H. Sister	Sister - Sister		No	Update
Jung Gramma	Grandparent - Grandchild		No	Update

Image 1: Update Options for Family Members

Requests to change census data will be reviewed by district personnel and approved accordingly. There may be a short lag time between the time the request for change was submitted and when changes are reflected.

Updating Contact Information

1. Select the appropriate family member for which to request a change in information.
2. Click the **Update** button below the **Work Phone** field. A pop-up window will appear.
3. Enter the updated contact information. For phone numbers, enter the 10-digit number (i.e., area code plus number); for email addresses, enter the full email address (i.e., name@internetprovider.com). For name changes (last, first, middle), only alphabetic letters, numbers, periods, hyphens and apostrophes are allowed.
4. Enter any **Comments** related to the requested information. These comments are seen by the staff person processing the request.
5. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
6. Click **OK** to return to the Family view.

The screenshot shows a web interface for managing family members. On the left is a navigation menu with options like 'Family Members', 'Management', and 'Log'. The main content area is titled 'Family Members' and shows a household named 'PORTAL HOUSEHOLD'. Under this household, there are two sections: 'Christina Student' and 'Angelica Sister'. Each section has fields for 'Cell Phone', 'Work Phone', 'Other Phone', and 'Email', along with an 'Update' button. A pop-up window titled 'Update Contact - Angelica Sister' is open in the foreground. This window contains the following fields: '* First Name:' (Angelica), '* Last Name:' (Sister), 'Middle Name:', 'Suffix:' (dropdown), '* Gender:' (Female), 'Email Address:', 'Cell Phone:' (555) 117-2544, 'Work Phone:', and 'Other Phone:'. There is also a 'Comments:' text area. At the bottom of the pop-up are 'Send Update' and 'Cancel' buttons. Below the pop-up, there is a table for 'Angelica's Relationships' with columns for Name, Relationship with Angelica, Contact Order, and Guardian. The table shows a relationship with Christina Student as 'Sister - Sister' with a 'No' guardian and an 'Update' button.

Image 2: Update Contact Information

For districts using Campus HR, household and non-household members who are also staff members in the district do not have the ability to update contact information. Contact the district's Human Resources department for these changes.

Updating Relationship Information

1. Select the appropriate relationship to request a change in information.
2. Click the **Update** button to the right of the person's name. A pop-up window will appear.
3. Select the Relationship between the person's information that is currently being viewed and the chosen person. This is a required field.
4. Enter the **Contact Order** for this relationship.

5. Select whether the relationship is a **Legal Guardian Relationship**.
6. Enter any **Comments** related to the requested change in information. These comments are seen by the staff person processing the request.
7. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
8. Click **OK** to return to the Family view.

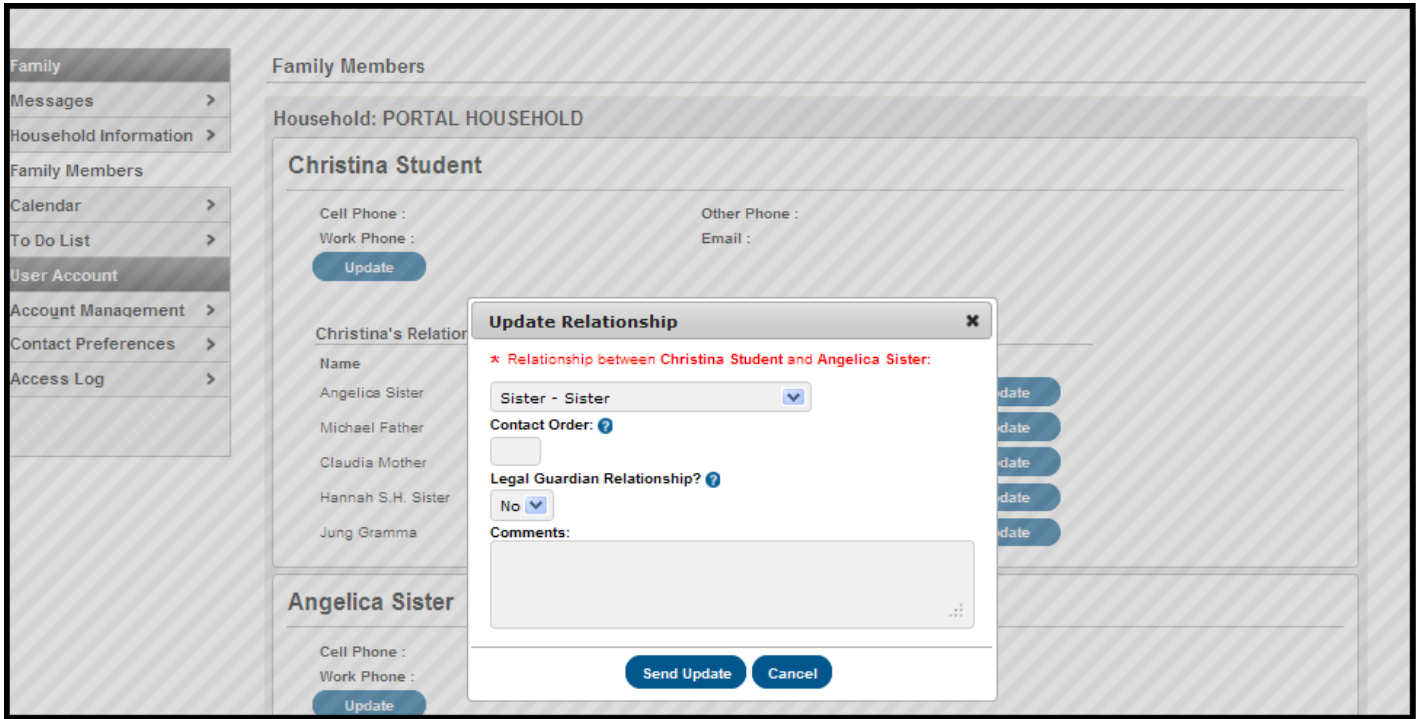


Image 3: Update Relationship Information

The **Calendar** tab, when accessed from the Family section displays calendar events for each school in which a student is enrolled. The calendar defaults to the current month but users are able to view previous months and future months by clicking the black arrow buttons on either side of the month and year.

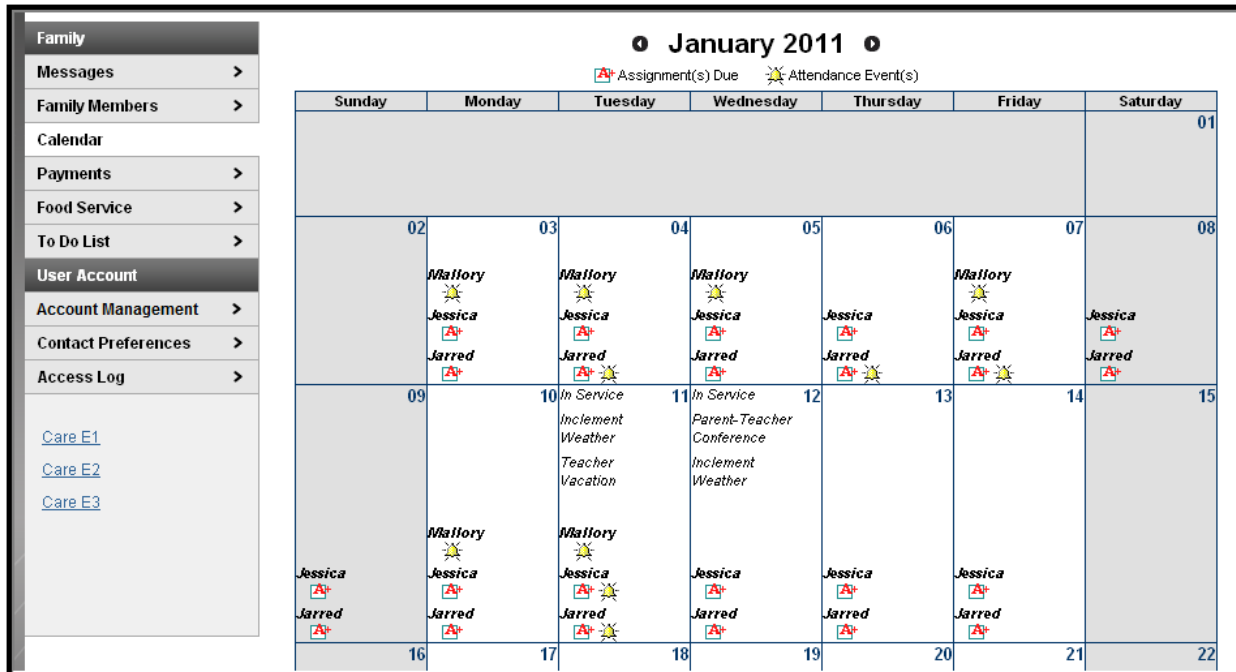


Image 1: Family Calendar

All student assignments and attendance events (such as absences and tardies) also appear on the **Family Calendar**. The name of the student to whom the event or assignment relates will appear over the assignment or attendance icon, which is also a link to additional content.

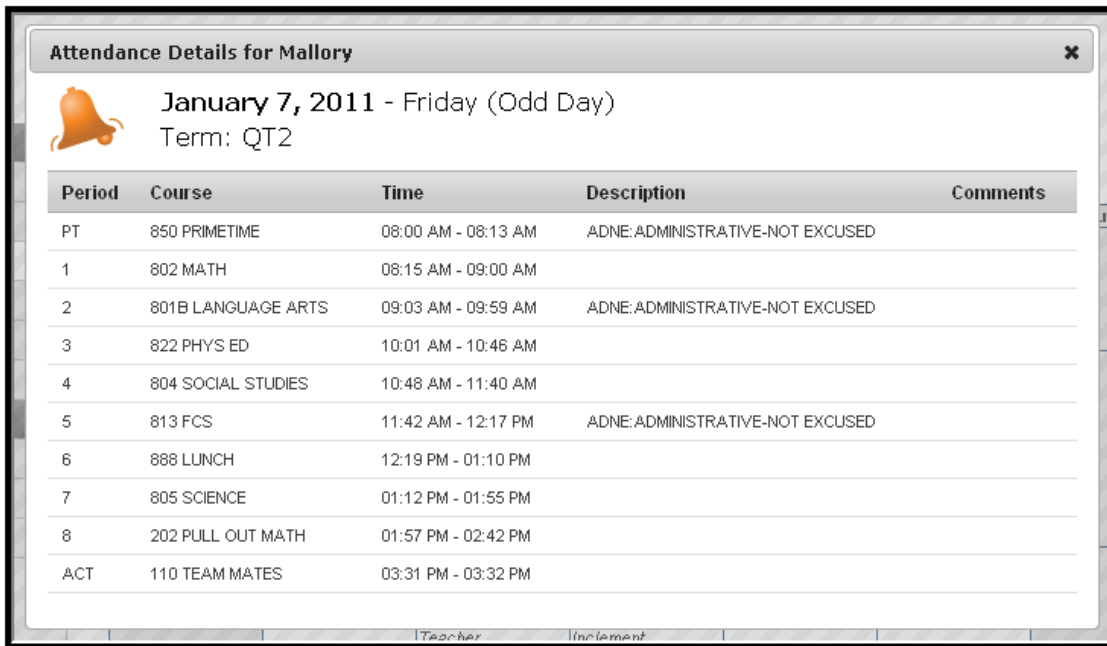
Note the following information:

- Events are only displayed for the calendar structures in which a student in the family is actively enrolled.
- If the enrollment ended before the current day, the event for that day does not display.
- Day events for future enrollments in the current school year do display on the calendar.


For additional information on attendance features in the Portal, see the [Attendance](#) article.

Attendance Events

Clicking on an **Attendance Event** will produce an additional screen over the Calendar which provides the details of the attendance event, including what class periods the event affected and the status of the event.



Attendance Details for Mallory ✕

 **January 7, 2011 - Friday (Odd Day)**
Term: QT2

Period	Course	Time	Description	Comments
PT	850 PRIMETIME	08:00 AM - 08:13 AM	ADNE:ADMINISTRATIVE-NOT EXCUSED	
1	802 MATH	08:15 AM - 09:00 AM		
2	801B LANGUAGE ARTS	09:03 AM - 09:59 AM	ADNE:ADMINISTRATIVE-NOT EXCUSED	
3	822 PHYS ED	10:01 AM - 10:46 AM		
4	804 SOCIAL STUDIES	10:48 AM - 11:40 AM		
5	813 FCS	11:42 AM - 12:17 PM	ADNE:ADMINISTRATIVE-NOT EXCUSED	
6	888 LUNCH	12:19 PM - 01:10 PM		
7	805 SCIENCE	01:12 PM - 01:55 PM		
8	202 PULL OUT MATH	01:57 PM - 02:42 PM		
ACT	110 TEAM MATES	03:31 PM - 03:32 PM		

Teacher Incent

Image 2: Attendance Detail from the Family Calendar