

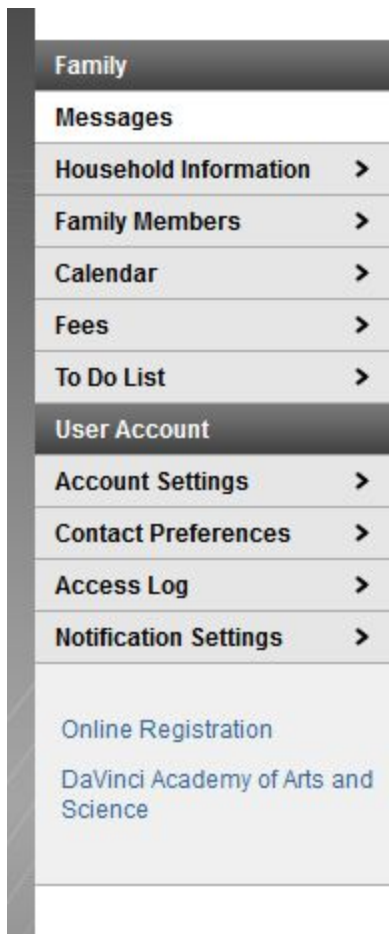
How to Update Information on Infinite Campus Parent Portal

1. Log in to your parent portal at

<https://mncloud3.infinitecampus.org/campus/portal/davinci.jsp?status=portalLogo&lang=en>

If you have forgotten your login information, you can retrieve it by clicking on “forgot password.”

2. Use the menu on the left side of the screen



Household Information: Here you can update your family address and household phone number.

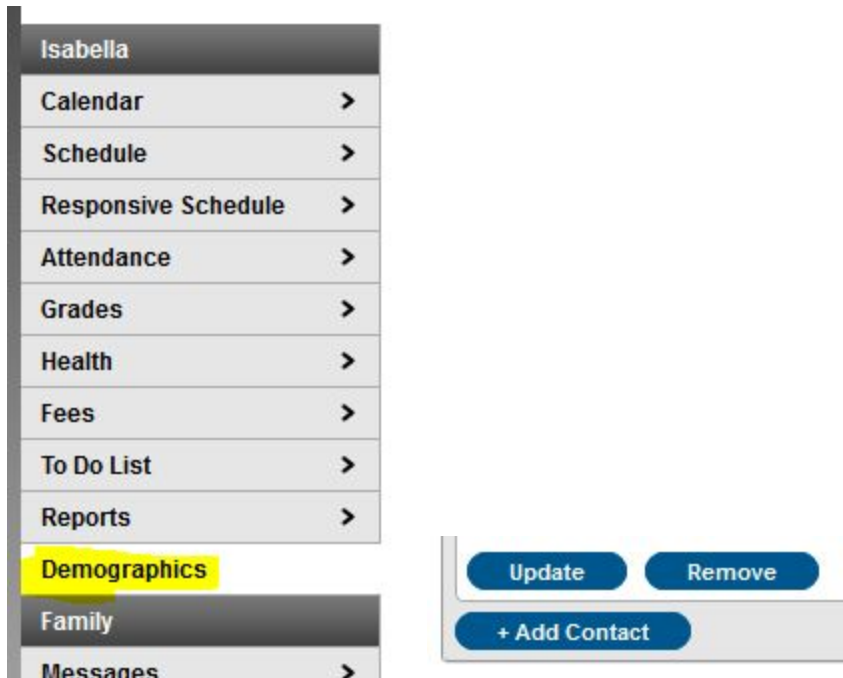
The screenshot shows a user account portal with a sidebar menu on the left and a main content area on the right. The sidebar menu includes: Family (highlighted), Messages, Household Information, Family Members, Calendar, Fees, To Do List, User Account, Account Settings, Contact Preferences, and Account Log. The main content area is titled 'Household Information' and contains two sections: 'Household: 1' and 'Household Address'. The 'Household: 1' section has a 'Household Phone Number' field with a redacted number (651-XXXX-XXXX) and an 'Update' button. The 'Household Address' section has a 'Primary Address' field with a redacted address (Ham Lake, MN 55304) and an 'Update' button. Below the address, it says 'Mailing: Yes'.

Family Member: Contact information for household members (not emergency contacts who do not live in the household).

The screenshot shows a user account portal with a sidebar menu on the left. The sidebar menu includes: Family, Messages, Household Information, Family Members (highlighted in yellow), Calendar, Fees, To Do List, and User Account.

3. To update emergency contacts, go to “Demographics” on menu. You can update, add or delete emergency contacts. *Families with more than one child attending DVA will need to select a student at the top on the screen. You will need to do this for each child to update their contacts.

The screenshot shows the top of a web page with a dark grey header. On the left, there is a 'Campus Portal' button. To its right is a light grey button with the text 'SELECT A STUDENT' and a dropdown arrow.



Once you have gone through these steps, the office will have to process the changes internally before the information will display correctly on your end.