

How to update emergency contact information in Infinite Campus and Final Forms:

Infinite Campus:

- Log into your Parent Portal Account
- Click on the menu icon in the top left corner
- Select “More” from the menu
- Select “Demographics”
- Select “Add” to add an emergency contact
- Select “Update” to change information for an existing contact

Final Forms:

- Log into your Parent Account
- Select “Update Forms” for the appropriate student
- Select “Emergency Medical Authorization” from the forms menu
- Edit emergency contact information and click “Submit Form”

**Emergency contact information listed should be the same
for both Final Forms and Infinite Campus.**