Faculty and Staff Instructions to Update MY DATA in Infinite Campus

This can be completed anywhere you have an Internet connection: at school or at home. Allow three business days for processing!!

Background:

The district is using Infinite Campus to communicate to staff in emergencies. This replaces K12 Alerts. It is important that all faculty and staff update and keep current their personal contact information to insure you receive important district and school messages.

Creating/Updating your information:

It is imperative that everyone log in to Infinite Campus and update his/her contact information to insure you received voice, text and /or email notices from the district.

Please follow these steps:

- Login to Infinite Campus via this web address: <u>https://fairfieldct.infinitecampus.org/campus/fairfield.jsp</u>
- 2) This will take you to the Infinite Campus Login Screen:

https://campus.fairfieldschools.org/campus/fairfield.js	p	☆ マ C <mark>8</mark> -
Most Visited 😻 Getting Started 🗟 Latest Headlines		
	Infinite Campus	Transforming K12 Education®
	Campos	District Edition
	Username	Version: E.1306.4 Fairfield LIVE Site
	Password	
	Sign In ờ	
	Trouble accessing your account? Contact y Forgot your password? Forgot your userna	

Your Username and Password are the same as what you use to log in to computers at school. If you have problems logging in, please put in a Kaseya ticket or email <u>athome@fairfieldschools.org</u> and one of the IT staff will assist you.

- 1) You will see a screen similar to that pictured below. There will be differences in the list on the left side of the screen depending on your permissions.
- 2) Click on the + sign next to the word "Census" to expand the menu
- 3) Click on "My Data"

A screen similar to the one below will appear with your demographic information. Please click on "Request for Demographic Update" to make changes to your contact information.

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Year 22-23 🗸 School	Farfield Public Schools 🗸
Index Search	District Announcements
Search Campus Tools	[GR24E022] Bus assignments are found under the "More" menu at the bottom of the list and then the "Transportation" sub menu.
Nancy Byrnes My Data Dashboards Employee Sell Service TEACHER HELP - Student Information	ALLSTUDENTS MUST BEAT THE BUS STOP (IN MANTES FROM TO PICK.UP Registration der August 23: 02: 02: markles dup to 15 to bunness days before stop is assigned. Please keep checking the postal for the assignment. ALLINDEGROMFTISTUDENTS MUST HARE APRENT OF GUARDAN PRESENT AT THE OF FICK.UP AND DROP OFF Return times are not postal for any set subjects many and consolidation and any set subjects many and there also any set subjects many and consolidation and any set subjects many and there also any set subjects many and consolidation and any set subjects many and there also any set subjects many and consolidation and any set subjects many and there also any set subjects many and any set subjects many and any set subjects many any set subjects many and any set subjects many and any set subjects many set subjects many any set subjects many set subjects many any set subjects many any set subjects many any set set set subjects any set subjects many set set set subjects and set set set subjects many set set set and 200-325-83700 Return set
Census	School Announcements (Sa school sequencements 41)
My Data Staff Request Processor People Households	Process Nerts Dote Pange to Display (Al Processes V Find Messages Deters Selected Messages
Addresses	D Process Name Potted Date Date
Portal Request Processor	In process In the proce
Add Person	Solvering services versions time incluing services and a Please ensure to day a list client communicate with the version service. One-Voll22
Add Household	1 To Grading Services Venders Enzy fatching Grading Services data. Please ensure, you are server can communicate with the vender service, 00/14/022
➤ Online Registration	Self Senice My Requests approved 0306/2013
Online Registration Student	
Add Address	
Staff Locator	
Census Wizard	
▹ Program Participation	
▶ Reports	
> Behavior	
> Health	
> Attendance	·
🚱 Survey Monkey.pdf 🧄 🔺	Shorall X

(You need only include your Gender, and your Personal Contact Information for purposes of district communication. Any other information you wish to include or update is entirely up to you. Please refrain from putting your Social Security number into the database.)

Infinite District Edition	
	till Elementary School
Index Search <	BYRNES, NANCY DOB-06/21/1956 Gender: F
Search Campus Tools	My Demographics My Assignments My Employment My Credentials My Household/Address My Courses My
NANCY BYRNES	Request Demographic Update
CDV Homepage	
▶ Student Information	Person Information
▼ Census E	
My Data	Read Only (Create an update request to change data) PersoniD 49914
Staff Request Processor	Personic) 45514 'Last Name 'First Name Middle Name Suffix
People	BYRNES NANCY
Households	"Gender Birth Date (Age: 63) Soc Sec Number
Addresses	P: Female v No Image Avail
Portal Request Processor	Race/Ethnicity (Edit)
Add Person	Federal Designation: No Data Race(s):
Add Household	Rade(s): HispanicLating: No Data
► Online Registration	Race/Ethnicity Determination:
Online Registration Student	
Add Address	Birth Country
Staff Locator	US: United States
Census Wizard	Birth State
Program Participation	CT: Connectiout v Date Entered US Date Entered US School
► Reports	
▹ Behavior > Health	Date Entered State School Birth Verification
 Attendance 	· · · · · · · · · · · · · · · · · · ·
	Home Primary Language
▹ Scheduling > Fees	Select a Value
 Frees Grading & Standards 	Birth City
 Medicaid 	
Program Admin	Nickname
► Ad Hoc Reporting	Modified by: BYRNES, NANCY 030620
- Na rioc Reporting	* Modified by: BTHNES, NANCT OSOBIZO

4) The screen will change asking you for an update type. Please select "I am adding or correcting my information" (See sample below)

(You may not select to change your legal name through Infinite Campus, that must be done through Hu

Index Search	< BYRNES, N DOB: 06/21/1956	/					
th Campus Tools	My Demographi	cs My Assignments	My Employment	My Credentials	My Household/Address	My Courses	My Requ
NCY BYRNES	Save Request						
)V Homepage	Save Request						
Student Information		/					
Census	Demograph	nic - New Record Re	equest				
My Data	Brief Description						
Staff Request Processor	*Update Type						
People	I am adding or	correcting my information.					
Households	O My legal name						
Addresses							
Portal Request Processor	Person Infe						
Add Person	PersonID *Last Name	49914 *First Name	Middle Name	Suffix			
man Resources.)	T ACT NAME	THE MANA	NINGE NAME				

		Messenger Preferences Contact Reasons							
Contact Information	Private	Delivery Device	Emergency	Attendance	Behavior Messenger	Staff	General	Food Service	Priority
Email: klee@fairfieldschools.net		Email							
Secondary	4	-							
Email:		Email	~				~		~
*Lee Household:		Voice							~
(203)615-3898		Text							
Cell Phone:		Voice	<				~		~
(203) - X		Text					~		
Other Phone:		Voice							
		Text							
Work Phone:		Voice							
(203) - X		Text							
Pager:									
* Household phone preferences apply to									
Preferred Language This can be either your .org en_US: US English									

5) Scroll Down to the area labeled "Personal Contact Information"

- 6) Complete the email, cell and other phone numbers you wish to be used to contact you in the case of emergency communication. <u>Please be sure to put your Fairfield Public Schools email</u> <u>address first- as if you have the ability to message parents/students it will default to this email</u> address, <u>which should always be your district @fairfieldschools.net</u> when communicating with families.
- 7) Next to the contact information you see the "Messenger Preferences Contact Reasons" <u>Please</u> <u>ensure that you check off the boxes that are under the "Emergency "column. This says that you</u> <u>want to be contacted in that manner if there is an emergency message, such as a snow day or</u> <u>other delay, dismissal or closure.</u>

In the example above (my personal email and cell numbers are redacted to protect my privacy) you can see that I've elected to be contacted via my personal email address, and my two cell phones for any emergency message.

You will also note there are other contact preference columns :attendance; behavior and teacher are reserved for those staff members who are parents or guardians of students attending Fairfield schools. As employees, please also check off the communication methods you wish for general notifications (events, newsletters, etc.) and priority notifications; which may be notices from your school principal or important reminders from a central office department).

Save your request by clicking on the "Save Request" icon

8) When you have completed this section, *please click on "save request" and your request will be forwarded for review and approval. It will take up to three business days to process your requests, so please plan accordingly.* You will get a message in your "process in box" when your request has been approved. Your process inbox is located at the bottom of the splash screen when you first log in. To navigate to it, simply click on your name at the top of the Index, then scroll down to the bottom of the page.

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FAIRFIELD FUI	DEIC SCHOOLS
	finite Campus
🔄 🛛 Year 12-13 👻 School Fai	rfield Warde High School 👻
Index Search Help	Our fiftieth school anniversary (current building) and one hundredth school anniversary (old Sherman Green building) will be celebrated in Octo like to share for our decade timeline. An alumni celebration will be held on October 12 at Penfield Pavilion. We are looking to form a committe
NANCY BYRNES Student Information	meeting will be held on June 4 th at 2:00 in the conference room. If you can't make the meeting but would like to help, please contact me or Si
∃ Instruction ∃	Our Fifth Grade promotion ceremony will be held on June 21 at 2:00 on the blacktop. The entire school body will be invited to sit on the grass. the event of rain, family members only will be seated in the gym for the ceremony.
Staff Request Processor People Households Addresses Portal Request Processo Add Person	We have some staff changes to announce. Ms. Ettinger has decided to retire. Although she was not here for most of the year, her legacy for t We wish her well as she begins the next chapter of her life. We have currently registered 70 Kindergarten students for the Sherman Class of 4 currently teaching fifth grade, will join the first grade team. She was a member of the team a few years back and is happy to be joining them c we are going from 3 to 4 sections next year. I do not have an additional teacher at this time but will keep you updated. The third grade team a means that Mrs. Paradis will be leaving third grade and will be joining the fourth grade team. Our fifth grade team reduction from 4 to 3 section announced in mid-August. They will posted on Infinite Campus so please be sure to have your activation code before the end of this school ye
Add Household Add Address Staff Locator Census Wizard	As you can see, we will be very busy this month! I too, have a busy home life. My husband Kevin and I will be celebrating the marriage of our than Flood Zone (formerly The Rents)so Sherman will be well represented at the wedding. So here's to celebrations big and small and the o
	Warmly,
 Attendance Attendance Aff Scheduling Fees Aff Grading & Standards Medicaid 	Eileen • [03/04/2013 Roger Sherman Elementary School] Welcome to Roger Sherman Elementary School and Infinite Campus! Please explore our website for updated information. As this year progre site from edline. Please be patient as we make the change.
E Programs	Process Inbox
Ad Hoc Reporting Transcripts User Communication Assessment System Administration	Date Range to Display All Processes Find Messages Delete Selected Messages
∃ 🚞 FRAM ∃ 🛅 Messenger	Posted Date Due Date
E 🔁 Surveys	Combine Person Merge Merge successfully combined in SE: AMY R GERMANO into AMY GERMANO 07/23/2013
CT State Reporting	Self Service My Requests approved 03/06/2013
Account Settings	
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9) If you have any questions or concerns, please put a Kaseya ticket in and we will respond.