

Sisseton School District will be utilizing the Infinite Campus Messenger System for emergency contacting of parents. Through the use of Campus Portal, parents have the opportunity to select how they would prefer to have the emergency message sent (home phone, cell phone, text message, email).

If you do not remember your Campus Portal username and password, contact your child's school for more information.

If you do not have a Campus Portal. Click on the following pdf file [Campus Portal Form.pdf](#) (Fill out the form and return to your child's school).

If you need to make changes to your address &/or phone number. **DO STEPS #1 thru 3 FIRST then STEP # 4.**

If you need to just make changes on how to have the emergency message sent. **Go to STEP #4.**

STEP #1 (IF NECESSARY)

Update your Household Information/Family Members Information.

On the Sisseton School District website locate and click on the link [Campus Portal](#). Enter your Username and Password (see figure below).

Infinite Campus
Transforming K12 Education®

Campus Portal

Sisseton 54.2

Username

Password

Sign In >>

HELP ▾

District Notices

2010-10-19
Exciting News: Now pay for school lunch online. Just go to the Sisseton home page and follow the link to PaySchools online payment system or click here. [Sisseton Online Payment](#)
Just setup an account and start using the resource.

in English | En Español | 中文简体 | 中文繁體
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STEP #2

Locate the Tab "**Household Information**".

Make sure your Phone Number and Address are correct. (see figure below)

Family
Messages >
Household Information
Family Members >
Calendar >
Food Service >
User Account
Account Management >
Contact Preferences >
Access Log >
Sisseton 54-2
Sisseton High School
Westside Elementary School

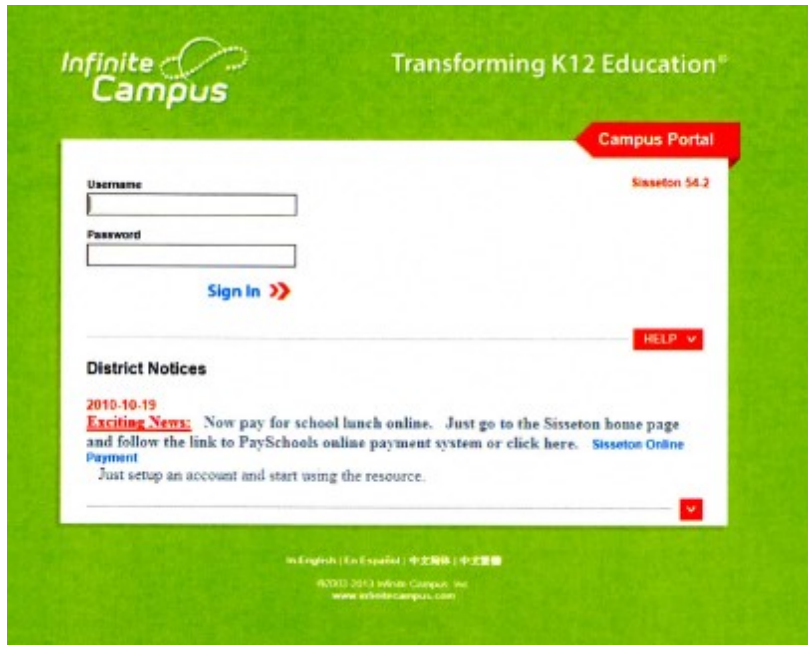
Household Information

Household:	<input type="text"/>
Household Phone Number	<input type="text"/>
<input type="button" value="Update"/>	
Household Address	
Primary Address	<input type="button" value="Update"/>
Mailing: Yes	<input type="checkbox"/>

STEP #3

Locate the Tab "**Family Members**".

Make any needed additions and/or changes then click on "Update". (see Figure below)



Locate the Tab "**Contact Preferences**".

An email address will be required to complete the changes to how you would like to have emergency messages sent.

Follow the instructions listed on the Message Contact Preferences page

- Family
- Messages >
- Household Information >
- Family Members >
- Calendar >
- Food Service >
- User Account
- Account Management >
- Contact Preferences
- Access Log >
- Sisseton 54-2
- Sisseton High School
- Westside Elementary School

Message Contact Preferences

Email Address:

Secondary Email Address:

Instructions:

For each type of message (Emergency, Attendance, Behavior, General Notification, Priority Notification, Teacher) select how you prefer to receive that message. You may select to receive a message on more than one device. To change or add a phone number you will need to contact your school's administrative offices.

- Please check the Text(SMS) check box if you would like to receive text messages sent by the school.
- If Text (SMS) option is enabled message and data rates may apply. Charges are dependent on your service plan which may include fees from your carrier to send and receive these text (SMS) messages.
 - To opt out uncheck the text (SMS) box anytime.
 - For support contact your district.

		Emergency
Household Phone	Voice	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>
Cell Phone	Voice	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>
Work Phone	Voice	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>
Email		<input type="checkbox"/>

Make changes to only the Emergency column

† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language

updated 09.24.2015