



Abington Heights School District

School Messenger/Infinite Campus Employee Information Update

In order to update the contact information in School Messenger, we need to ensure that the proper information is listed in Infinite Campus. To update contact and demographic information in Infinite Campus, follow these steps:

- 1.) Log into Infinite Campus
- 2.) If you are using the new look, click My Account from the Main Menu. Then select My Data → My Demographics. If you are using the old look, select Census → My Data.

A screenshot of the Infinite Campus user interface. On the left is a dark sidebar menu with options: FRAM, Grading & Standards, Health Office, My Account (highlighted), Reporting, Scheduling & Courses, and School & District Settings. On the right, the "My Account" section is expanded, showing three columns: "Communication" (Message Center, Notification History), "My Data" (My Assignments, My Courses, My Credentials, My Demographics (highlighted), My Employment, My Household/Address, My Requests), and "Settings" (Account Settings, Password and Sec).

- 3.) Under the heading, click Request Demographic Update.

A screenshot of the "My Demographics" page in Infinite Campus. The heading "My Demographics" is followed by a star icon. Below it is a prominent blue button labeled "Request Demographic Update".

- 4.) Give a brief description of what you are changing and click the radio button for "I am adding or correcting my information"

A screenshot of the "Demographic - New Record Request" form. It includes a "Brief Description" field with the text "Phone Number Update". Below this is a section titled "*Update Type" with two radio button options: "I am adding or correcting my information." (which is selected) and "My legal name has changed."

- 5.) Make sure your primary email reflects your @ahsd.org email address and then add your cell phone or any other phone number you would like to your account. Make sure that you are only adding a cell phone number to the cell phone field, otherwise you won't receive text messages from School Messenger. Also, please do not check the Private button next to your information, or the information will not be sent to School Messenger.

Personal Contact Information		Messenger Preferences Contact Reasons						
Contact Information	Private	Emergency	Attendance	Behavior	Messenger	General	Priority	Teacher
Email:	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secondary								
Email:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone:								
(<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>	<input type="checkbox"/>							
Other Phone:								
(<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>	<input type="checkbox"/>							
Work Phone:								
(<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>	<input type="checkbox"/>							
Pager:								
(<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>	<input type="checkbox"/>							
Preferred Language								
en_US: US English								

- 6.) Click Save Request at the top of the screen.
- 7.) Allow 24-48 business hours for the update to be processed on your account. After that the information will show up in your School Messenger account and you will receive the proper messages from your building and from the District.