



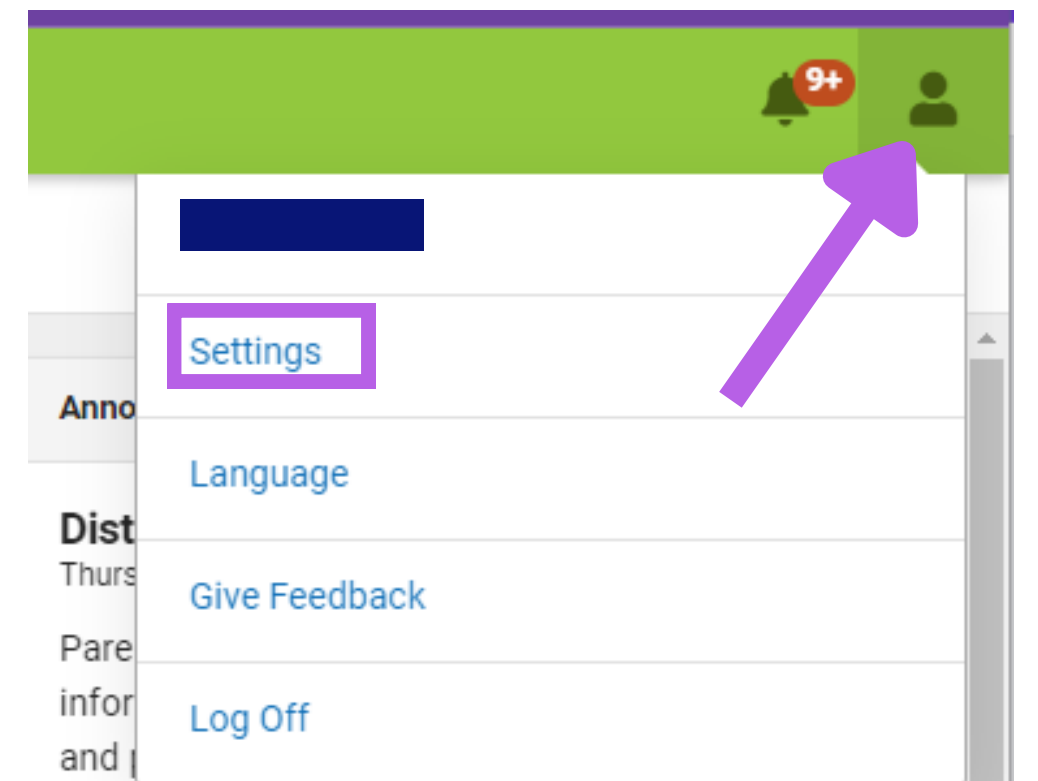
# Infinite Campus: Managing Parent/Student Account Settings

Always begin work by logging into the Infinite Campus Portal. For more information, see the [Infinite Campus: Accessing Parent Portal](#) or [Infinite Campus: Accessing Student Portal](#) help guide.

1

In the upper, right-hand corner, click on the **User Menu**.

Then, click **Settings** from the pop-up menu.



2

In the settings window, there are four types of preferences that can be adjusted.

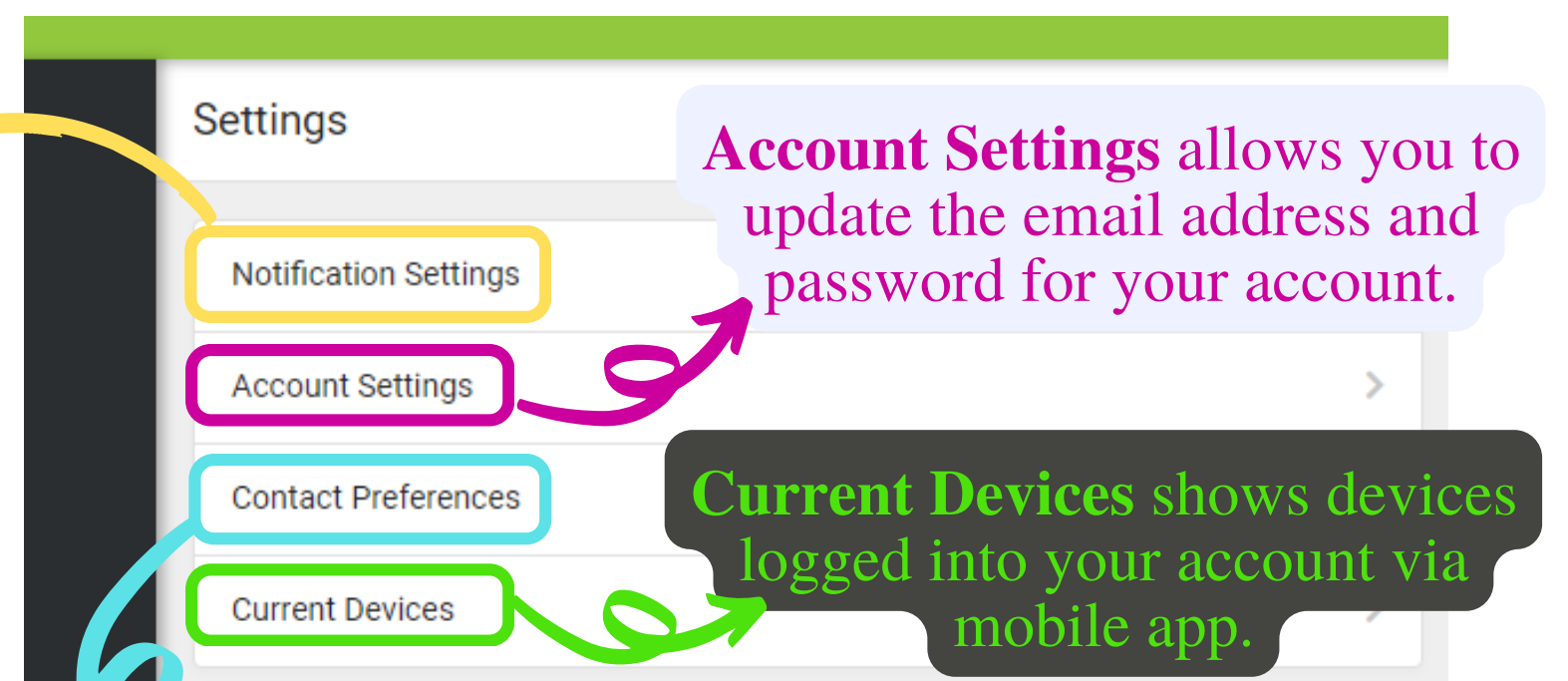
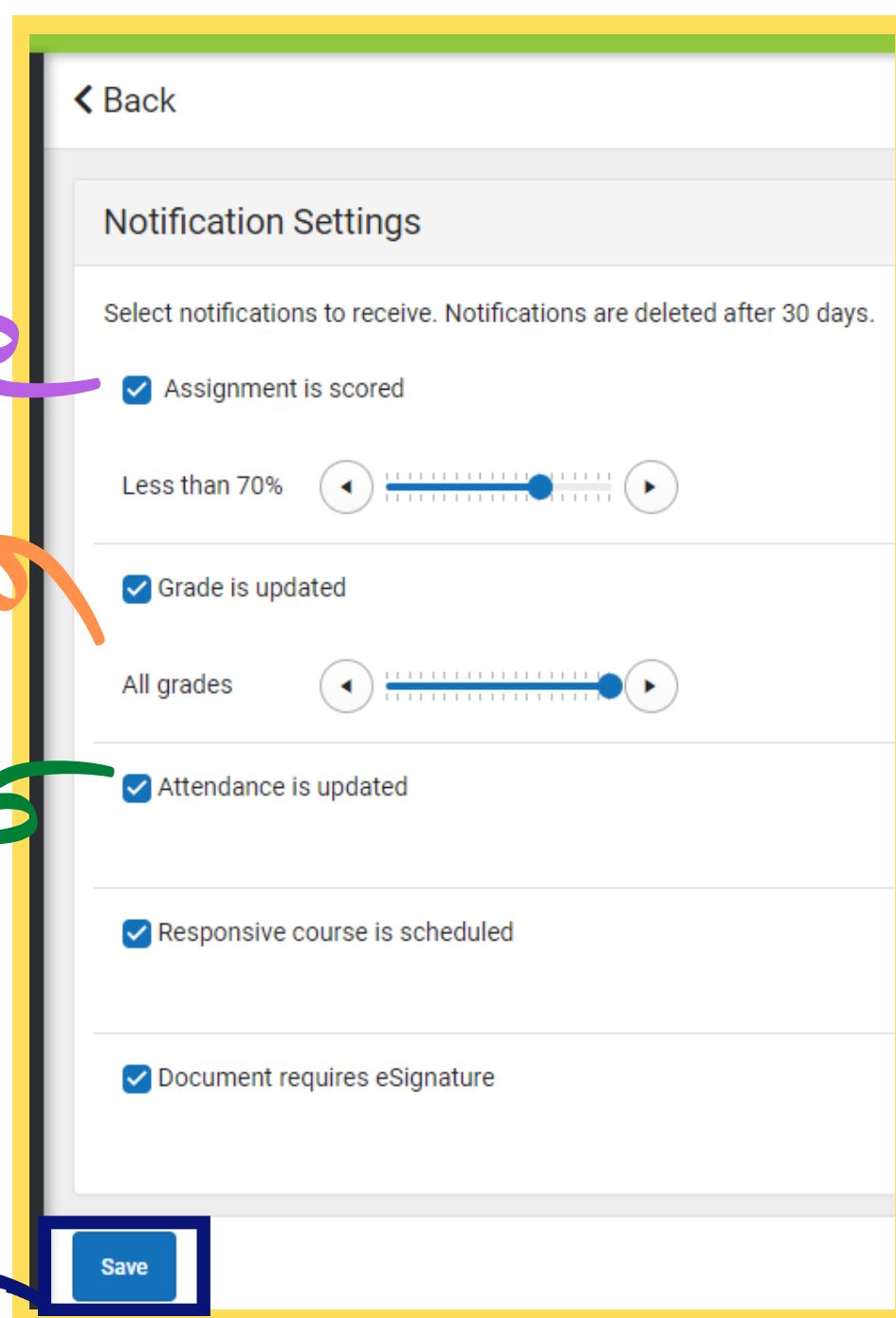
**Notification Settings** allow you to choose which notifications you receive and set a threshold for receiving notices.

Notifies you when any individual assignment grade (in this case **under 70%**) is entered.

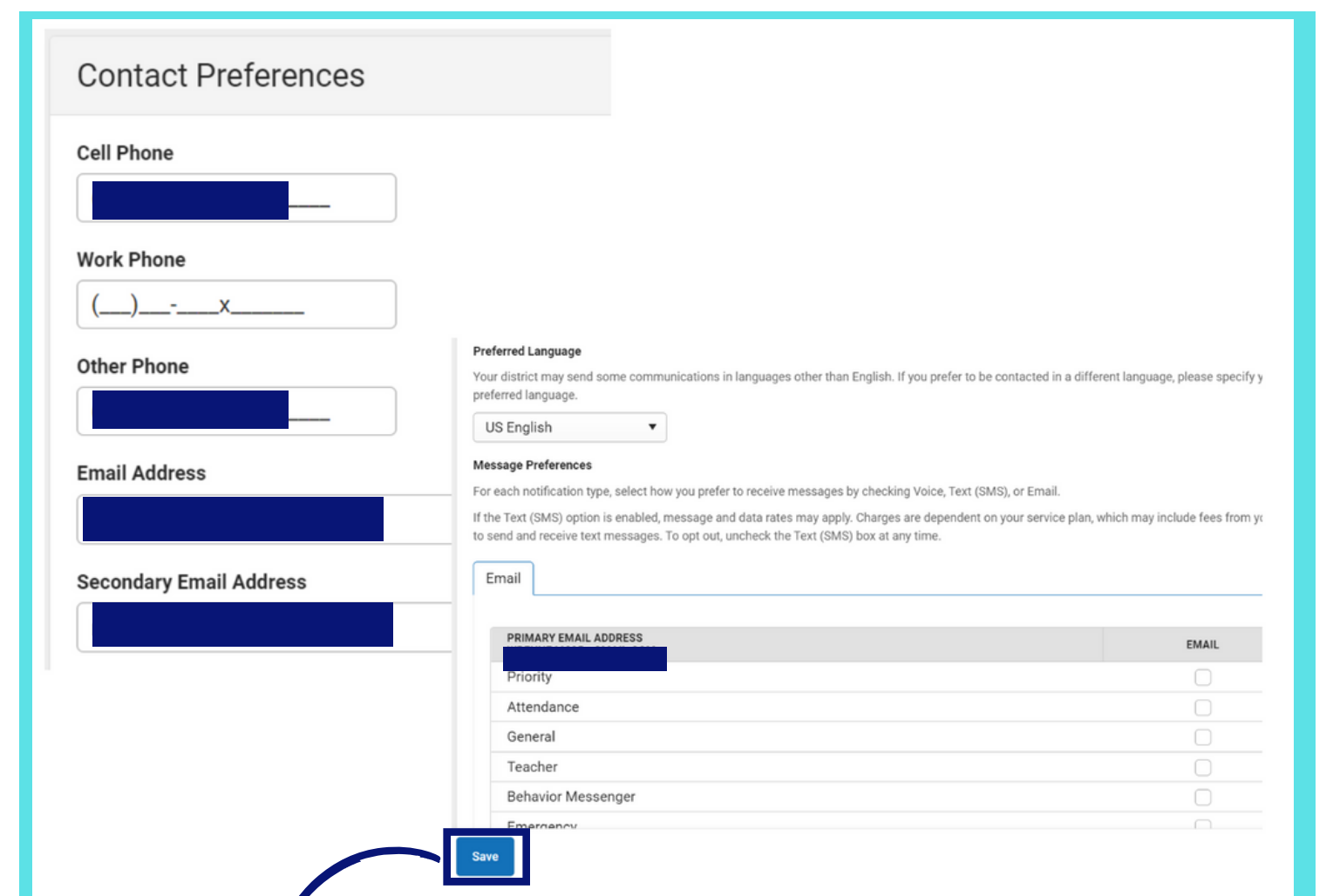
Notifies you when any **Course Grade/Average** is updated.

Notifies you when the student is marked absent or tardy, or when attendance is updated.

After making your selections, you **MUST** click **Save** for them to take effect!



**Contact Preferences** shows your current contact numbers and emails and allows you to update them.



After making your selections, you **MUST** click **Save** for them to take effect!

Looking for more tips on this topic?  
See [Infinite Campus: Navigating Parent Portal](#) or [Infinite Campus: Navigating Student Portal](#)

Contact your **Digital Learning Coach** for more information.

