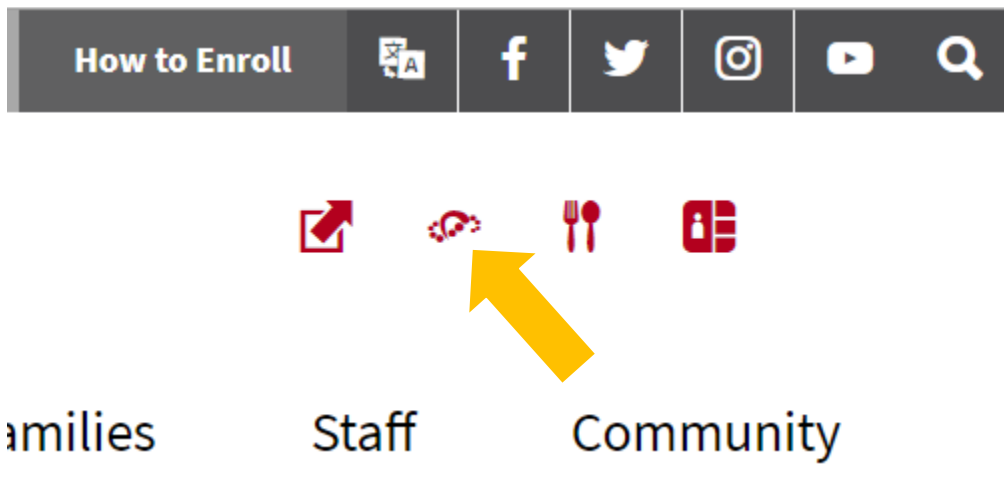**Updating Contact Preferences in the Infinite Campus Portal**

All preferences can be set for each member of the household during the Annual OnLine Registration time (coming up in July again).
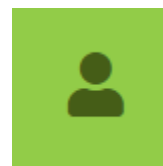
Any parent/guardian may make changes to **their own** portal preferences throughout the year. (The changes are not instantaneous on the screen, after they are submitted they will be approved.)

From the school district website, www.mounthorebschools.org:
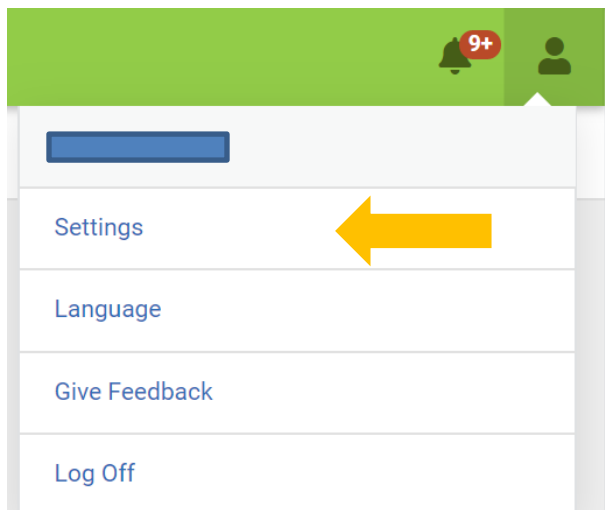
Navigate to the Infinite Campus Portal using the icon: Login (If you don't have a log in, please email records@mhasd.k12.wi.us.)

Click on the person silhouette in the right corner:

Click on Settings:

Settings

Notification Settings
If set: Notified when Attendance and Grades are updated and Lunch balance is low.

Account Settings
Where to change your password and account recovery email

Contact Preferences
*Set phone numbers and email addresses; also contact choices for voice, email, and text alerts

Current Devices
Which current devices are logged in on the mobile app

If you wish to receive text alerts, please check the text box under the appropriate categories.

*Text alerts for **school closing information** are based on the **Priority line**. The example below shows this parent will receive text alerts on their cell phone for school closings as the text box is checked. If you have cell number for a household phone number, text messages can be received there, provided the boxes are checked.

CELL PHONE	VOICE	TEXT (SMS)
Priority	☑	☑
Attendance	☑	☑
General	☑	☐
Behavior Messenger	☐	☐
Emergency	☑	☑
Food Service	☑	☐

HOUSEHOLD PHONE	VOICE	TEXT (SMS)
Priority	☑	☑

Phone | Email

Please click on the email tab to confirm preferences there also.