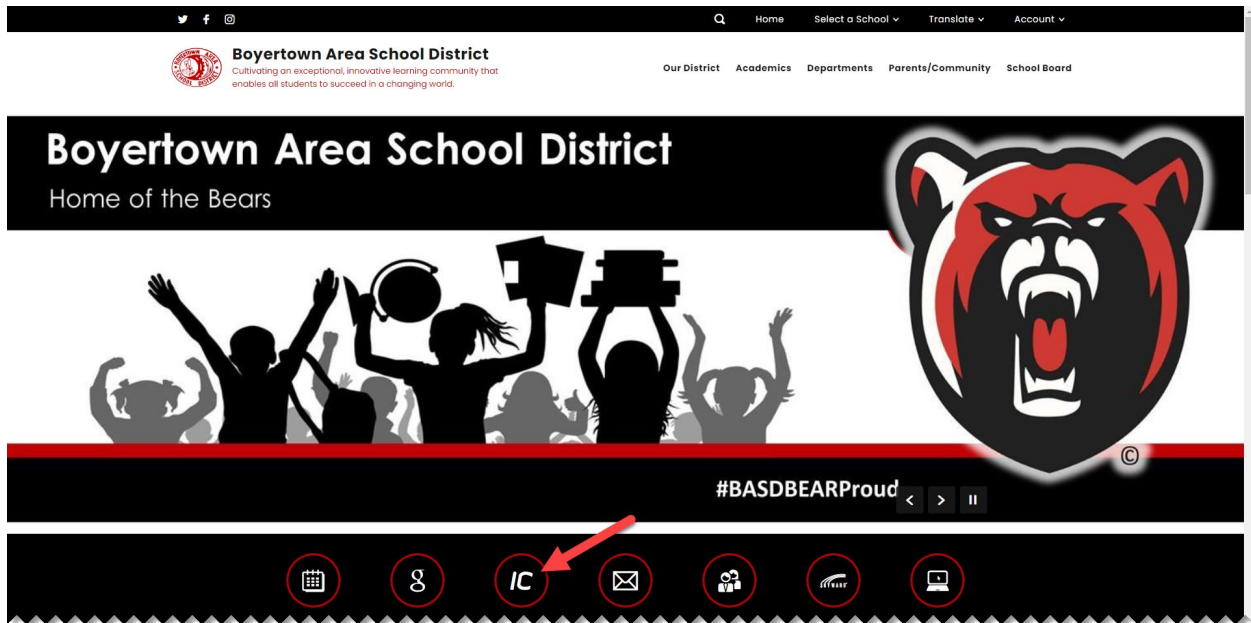
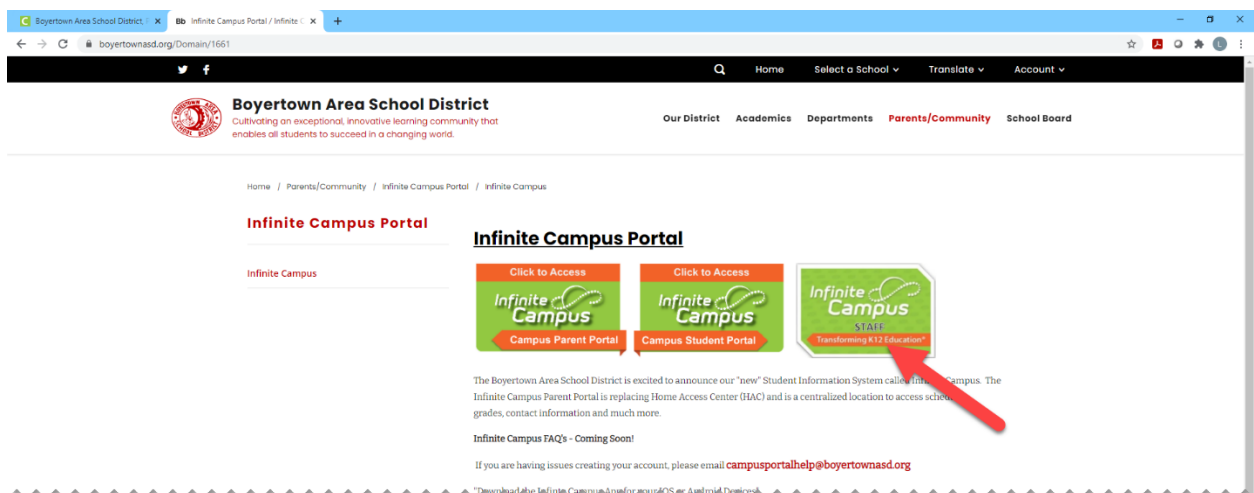


New Employee Infinite Campus My Data Update Instructions

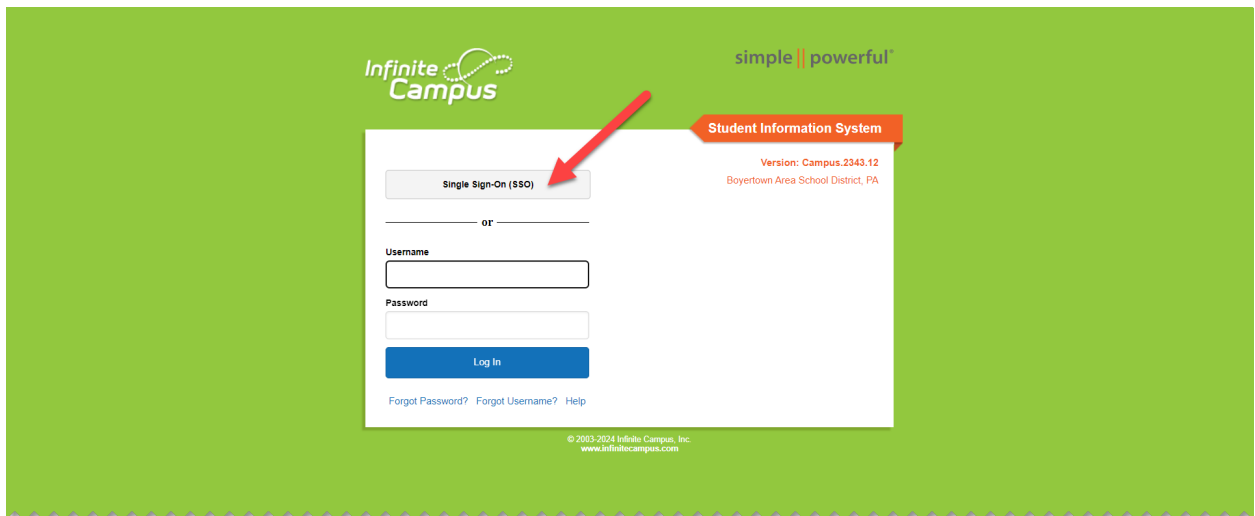
1. Go to www.boyertownasd.org
2. Click on the **IC** icon on the homepage



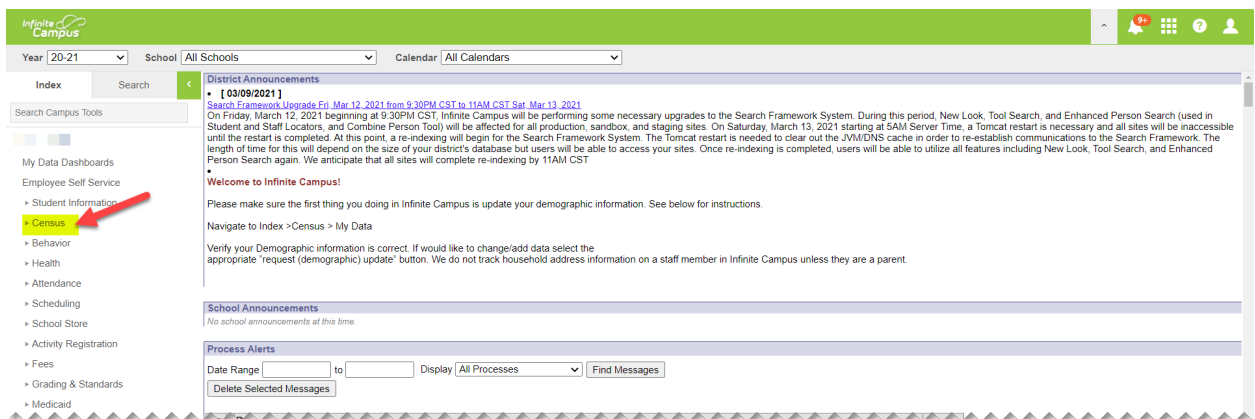
3. Click on the **Infinite Campus Staff** icon



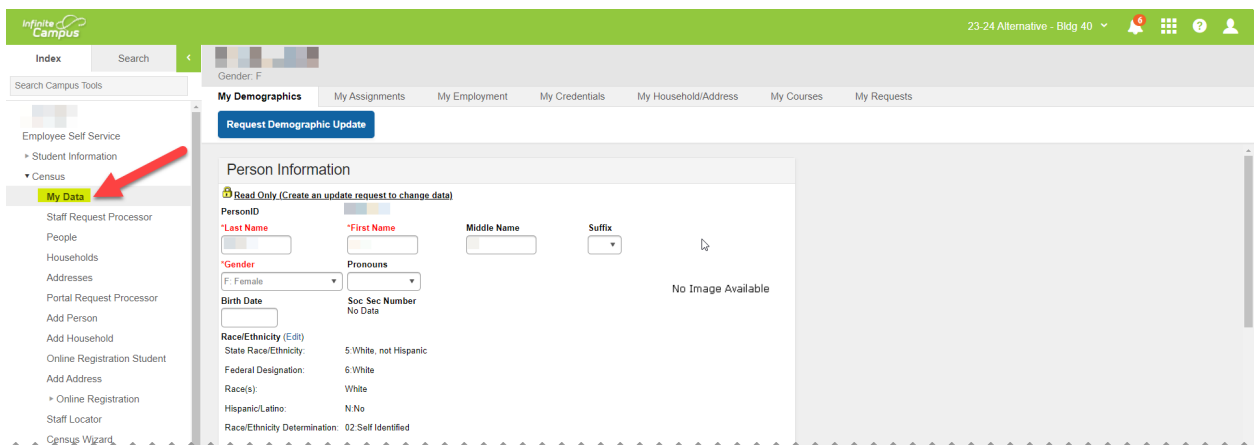
4. Log into Infinite Campus- Click on the **Single Sign-On (SSO)** button



5. Click on **Census**



6. Click on **My Data**



7. Click on **Request Demographic Update**

The screenshot shows the Infinite Campus user interface. At the top, there's a green header with the Infinite Campus logo and navigation links. Below the header, a sidebar on the left contains a search bar and a list of navigation options under 'My Data'. The main content area has a tabbed interface with 'My Demographics' selected. A red arrow points to the 'Request Demographic Update' button in the 'My Demographics' tab. Below this button, the 'Person Information' form is visible, containing fields for Last Name, First Name, Middle Name, Suffix, Gender, Pronouns, Birth Date, Soc Sec Number, Race/Ethnicity, State Race/Ethnicity, Federal Designation, Race(s), Hispanic/Latino, and Race/Ethnicity Determination.

8. **Update Type**- select “I am adding or correcting my information”

This screenshot shows the 'Demographic - New Record Request' form. A red arrow points to the 'Update Type' section, where the user is prompted to select an option. The first option, 'I am adding or correcting my information', is highlighted in yellow and is the correct selection for this step. The second option is 'My legal name has changed'. Below the 'Update Type' section, the 'Person Information' form is visible, containing fields for Last Name, First Name, Middle Name, Suffix, Gender, Birth Date, Soc Sec Number, Race/Ethnicity, State Race/Ethnicity, Federal Designation, Race(s), Hispanic/Latino, and Race/Ethnicity Determination.

9. Person Information section

- Verify/update information already entered
- Complete any **blank required fields**. Required field names are **red with an asterisk** as highlighted in the screenshot below
- You may also complete any other fields deemed necessary in this section

The screenshot displays the 'Person Information' form in the Infinite Campus system. A red arrow highlights the 'Save Request' button. The form is divided into several sections for data entry:

- Personal ID:** A field for the student's unique identifier.
- Name Fields:** Last Name, First Name, Middle Name, and Suffix.
- Gender and Pronouns:** Dropdown menus for selecting gender and pronouns.
- Birth Information:** Birth Date, Soc Sec Number, Birth Country, and Birth State.
- Race/Ethnicity:** Fields for State Race/Ethnicity, Federal Designation, Race(s), Hispanic/Latino status, and Race/Ethnicity Determination.
- Entry Dates:** Date Entered US, Date Entered US School, Date Entered State School, and Birth Verification.
- Language and Location:** Home Primary Language, Birth City, and Nickname.

The left sidebar provides navigation options, including 'Form Request Processor', 'Add Person', 'Add Household', 'Online Registration Student', 'Add Address', 'Online Registration', 'Staff Locator', 'Census Wizard', 'Program Participation', 'Reports', 'Behavior', 'Health', 'Attendance', 'Scheduling', 'School Store', 'Activity Registration', 'Fees', 'Grading & Standards', 'Medicaid', 'Program Admin', 'Ad Hoc Reporting', 'User Communication', 'Assessment', 'System Administration', 'FRAM', 'Messenger', 'Surveys', 'PA State Reporting', and 'Federal Reporting'.

10. **Personal Contact Information section**- this section needs to be completed as this is how you will receive important district messages and school closure information

- Email** should contain your **work email address**
- Secondary** email address is **optional**
- Enter a cell phone number or home phone number under **Cell Phone**
- Select the checkboxes **Emergency**, **Staff**, **General**, and **Priority** for **Email** and **Cell Phone** as shown highlighted below
- You may enter additional phone numbers
- You may select other checkboxes for your additional contact preferences

Schools

Calendar

All Calendars

Gender: F

Fees

ID History

Person Documents

Schedule

Payments

Impact Aid

Tableau Account

Military Connections

DataViz Homepage Setup

Staff SHARRS

Demographics

Identities

Households

Relationships

Enrollments

District Employment

District Assignments

School Choice

Credentials

Overrides

Save

Delete

Person Summary Report

Demographics Data

Personal Contact Information

Contact Information

Private

Delivery Device

Emergency

Attendance

Behavior Messenger

Staff

General

Priority

Teacher

Email

Secondary

Cell Phone

Other Phone

Work Phone

Pager

Email

Emergency

Attendance

Behavior Messenger

Staff

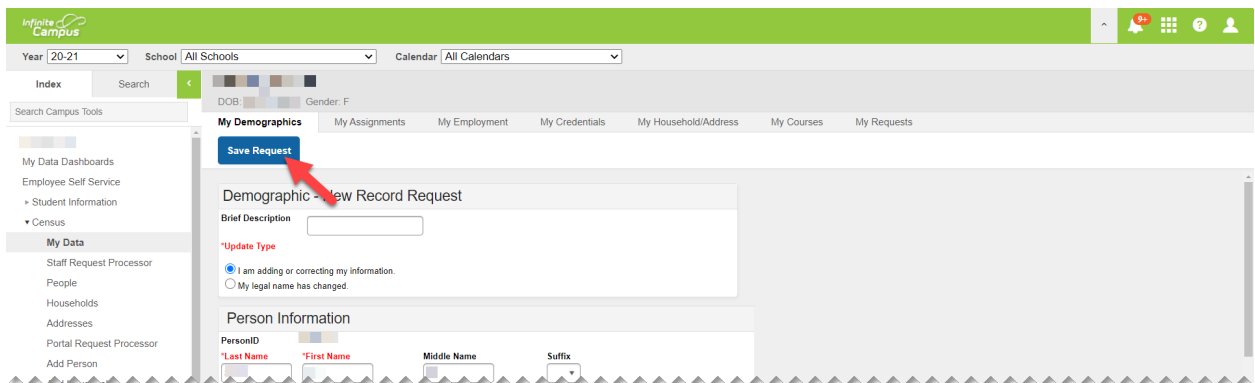
General

Priority

Teacher

11. Click **Save Request** when you are done.

Note: After your request is saved, **changes will not be visible** until the SIS Administration team approves the request. **Only one submission is necessary**



The screenshot shows the Infinite Campus user interface. At the top, there's a green header with the Infinite Campus logo and navigation icons. Below the header, there are dropdown menus for Year (20-21), School (All Schools), and Calendar (All Calendars). The main content area is titled 'My Demographics' and includes tabs for My Assignments, My Employment, My Credentials, My Household/Address, My Courses, and My Requests. A red arrow points to the 'Save Request' button in the 'My Demographics' section. Below this, there's a 'Demographic - New Record Request' form with a 'Brief Description' field and an 'Update Type' section with two radio buttons: 'I am adding or correcting my information.' (selected) and 'My legal name has changed.' Below the form, there's a 'Person Information' section with fields for PersonID, Last Name, First Name, Middle Name, and Suffix.

If you have any questions, please email Lisa Shade at lshade@boyertownasd.org.