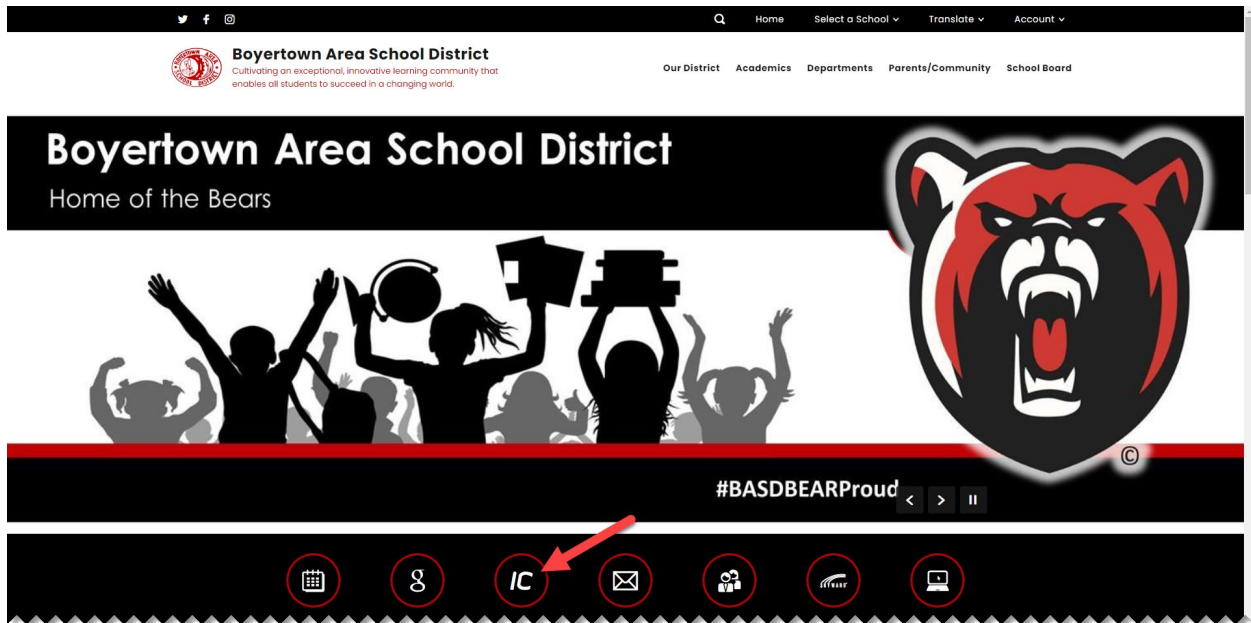
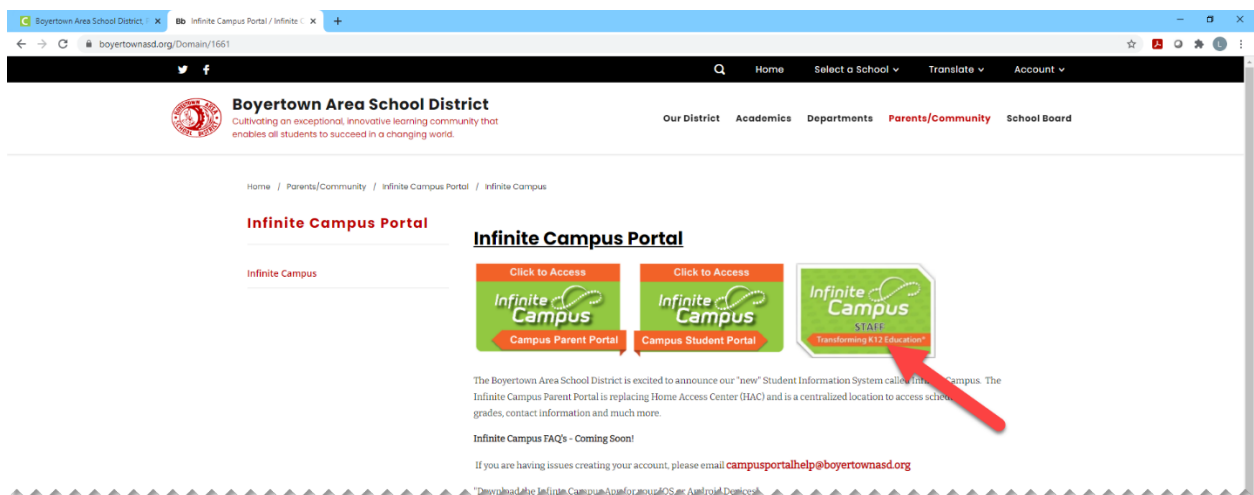


New Teacher Infinite Campus My Data Update Instructions

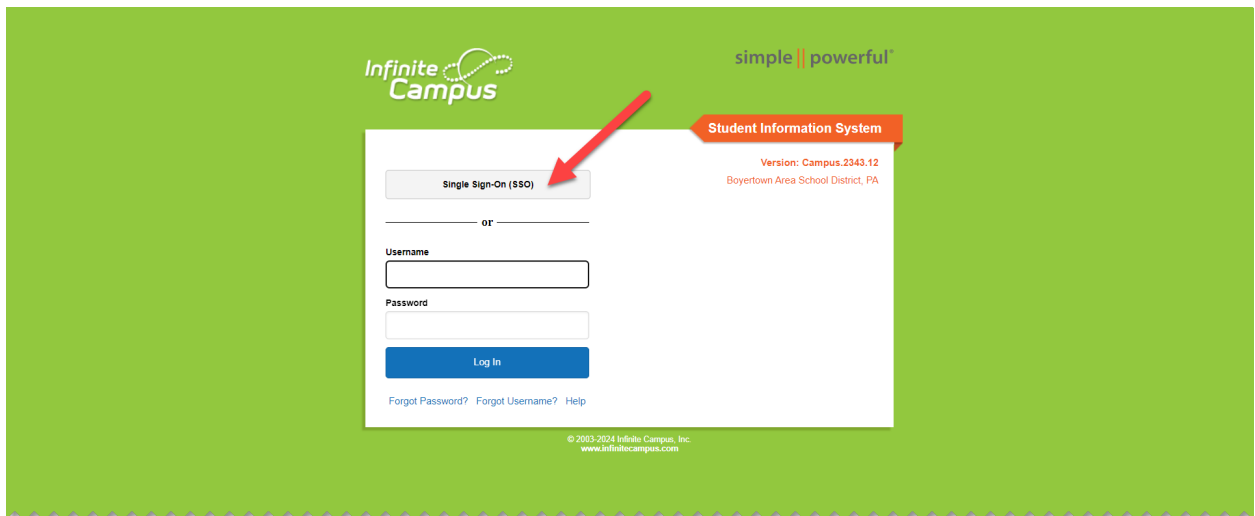
1. Go to www.boyertownasd.org
2. Click on the **IC** icon on the homepage



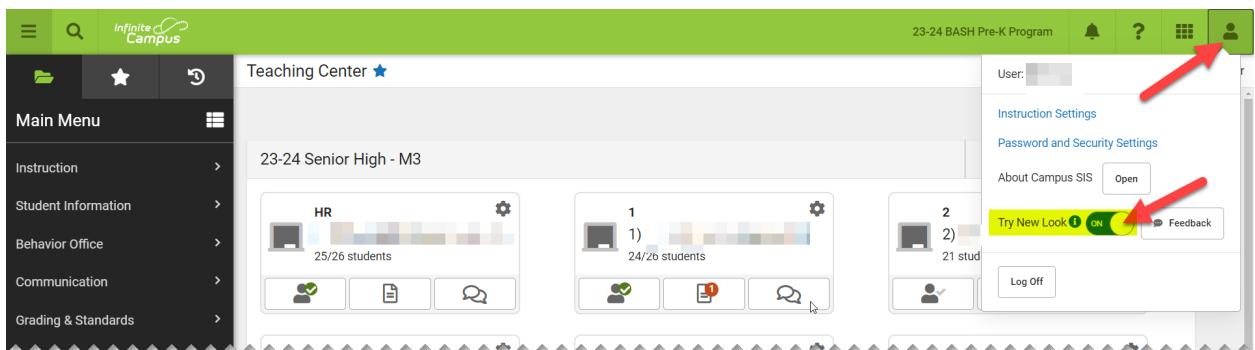
3. Click on the **Infinite Campus Staff** icon



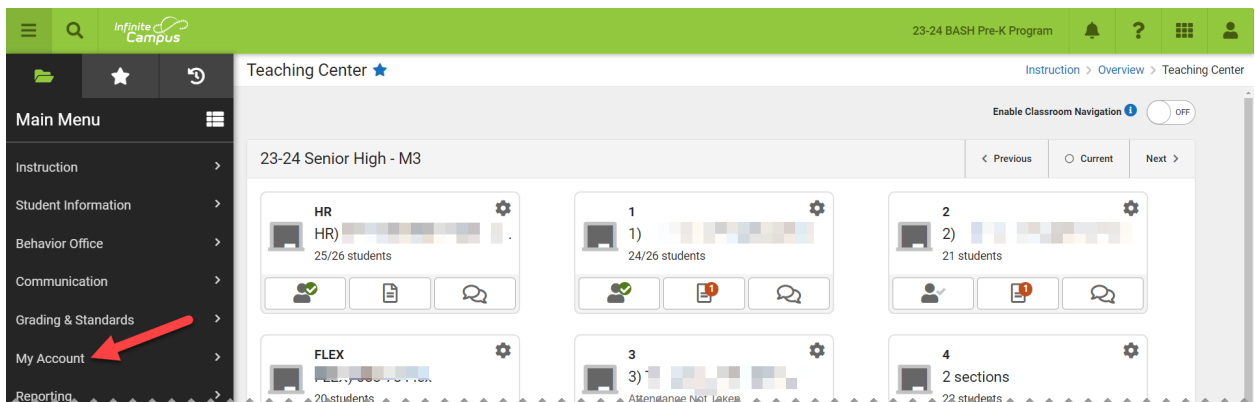
4. **Log into Infinite Campus-** Click on the **Single Sign-On (SSO)** button



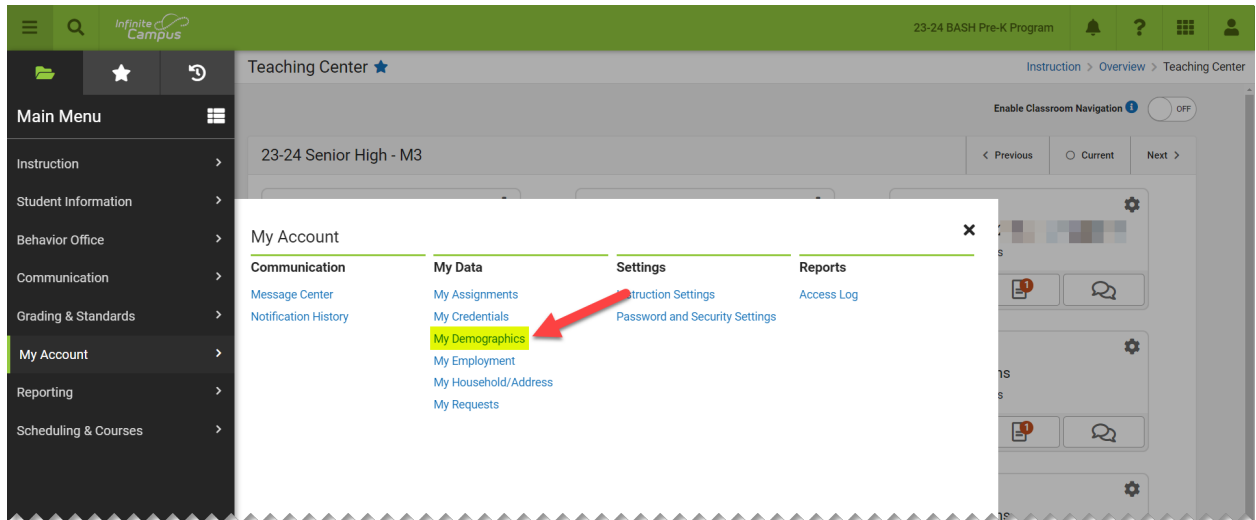
5. **New Look Required-** Click on the **Person Icon** in the upper right corner. Then click Try New Look **ON**.



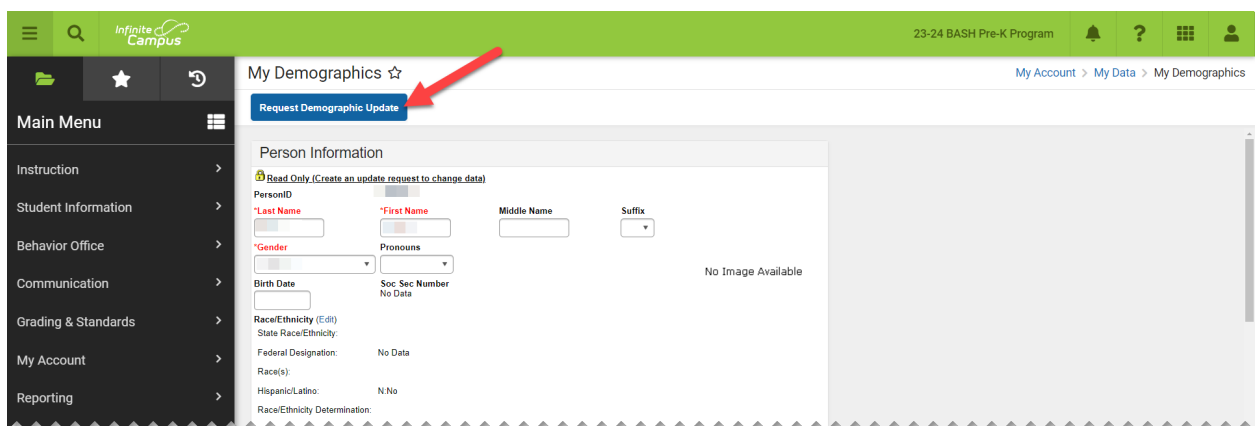
6. Click on **My Account**



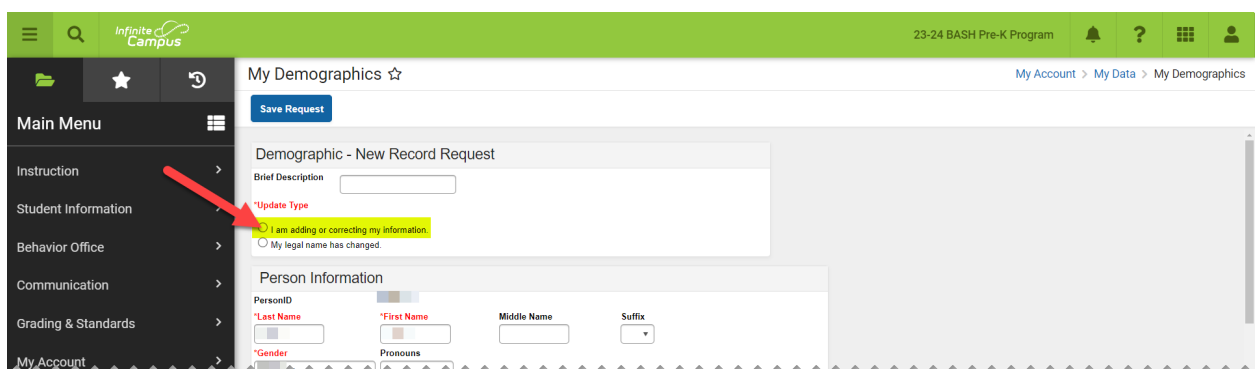
7. Click on **My Demographics**



8. Click on **Request Demographic Update**



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



10. 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 shows the 'My Demographics' page in the Infinite Campus system. The 'Person Information' tab is active, and a red arrow points to the 'Request Demographic Update' button. The form includes 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, Race/Ethnicity Determination, Birth Country, Birth State, Date Entered US, Date Entered US School, Date Entered State School, Birth Verification, Home Primary Language, Birth City, and Nickname. Several fields are highlighted in yellow, indicating they are required.

11. 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

The screenshot shows the 'My Demographics' page in the Infinite Campus system, specifically the 'Personal Contact Information' tab. A red arrow points to the 'Save Request' button. The form includes fields for Local Staff Number, Staff State ID, and Person GUID. Below these are sections for Contact Information and Messenger Preferences. The Contact Information section has fields for Email, Secondary Email, Cell Phone, Other Phone, Work Phone, and Pager. The Messenger Preferences section has checkboxes for Emergency, Attendance, Behavior Messenger, Staff, General, and Priority for each contact method. The 'Emergency', 'Staff', 'General', and 'Priority' checkboxes for Email and Cell Phone are highlighted in yellow.

12. 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 interface. The top navigation bar is green with the Infinite Campus logo, a search icon, and the text '23-24 BASH Pre-K Program'. Below this is a dark sidebar with a 'Main Menu' and several categories: Instruction, Student Information, Behavior Office, Communication, Grading & Standards, and My Account. The main content area is titled 'My Demographics' and contains a 'Demographic - New Record Request' form. The form has a 'Brief Description' field and an 'Update Type' section with two radio buttons: 'I am adding or correcting my information.' and 'My legal name has changed.' Below this is a 'Person Information' section with fields for 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Gender', and 'Pronouns'. A blue 'Save Request' button is located at the top left of the form, and a red arrow points to it. The breadcrumb trail at the top right reads 'My Account > My Data > My Demographics'.

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