

How to Access the District **DEMOGRAPHIC UPDATE** in Infinite Campus (IC)

1. Log in to IC using your usual user name and password.

- If you have never logged in and need your user name contact Mvarga1@fairfieldschools.org
- If you forgot your password contact reghelp@fairfieldschools.org

2. Click on MESSAGES

Calendar	>
Schedule	>
Attendance	>
Health	>
Assessment	>
Transportation	>
Demographics	>
Family	>
Messages	>
Discussions	>
Household Information	>
Family Members	>
User Account	>
Account Management	>
Contact Preferences	>
Access Log	>
Notification Settings	>



Why this is Important to Do

Infinite Campus is your main portal to staying updated on what's happening in your student's school life. You will find:

- Attendance info.
- Report cards
- Assessment results
- Important district messages

The demographic information fields insure that the district can quickly get in touch with you or a designated contact if needed.

Under the student tab, it's also where you provide the necessary parental permission to allow your student to use school technology (the AUP agreement) as well as online software for academic purposes, such as Google Documents.

3. Please locate the message from March 2016 that is called ONLINE DEMOGRAPHIC UPDATE FOR CURRENTLY ENROLLED STUDENTS
4. Open this message. **If there is a LINK visible to you, it means you DO need to update your information.** Please continue on to STEP 5. **If you DO NOT see a link, it means your demographics are up to date and you do not need to proceed any further.** Thank you for already taking care of this!

If you deleted this message, please contact the IC Help Desk at reghelp@fairfieldschools.org

5. Click on the link in your message. This will take you to the Demographic Update. You will need to click on each section. **Information that is missing and needs to be updated will be highlighted in yellow.** You must complete each section in order to reach the AUP (accessible use policy) at the end. Unfortunately, this is not a click-and-you-are-done process; it will take about 15 minutes.
6. The good news is that once you complete this process you are done! You should not need to update your demographic information again (unless you move, want to add a new emergency contact, etc. or for updates)

If you run into any problems, contact Kristin Robinson (Dwight's LMS) at krobinson@fairfieldschools.org
Thank you in advance for your timely attention to updating this information.