

For Students:

How to enter your email address in Infinite Campus

Please check with your parents first before you do this!

1. Login to the IC portal:
 - a. Use the STUDENT/PARENT link to IC from our FWMS homepage
OR
use this direct link:
<https://campus.fairfieldschools.org/campus/portal/fairfield.jsp>
 - b. Students use their regular fps username and password to login
2. From the left side menu, select **CONTACT PREFERENCES**
3. Type in your personal email in the **EMAIL ADDRESS** box. Do NOT enter in a parent's email address, they need to have their own email address associated with their parent account.
4. If you want to receive school closing messages, teacher grades or assignment updates, etc., select the appropriate options in the chart. You can be notified via voicemail, text, or both.
5. Select **SAVE** to update your email account information.