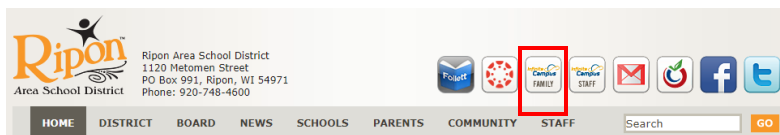


# Ripon Area School District

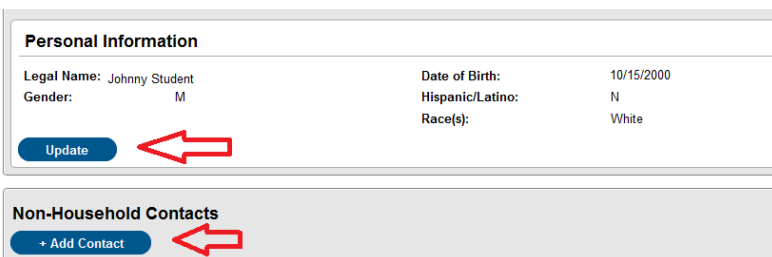
## ONLINE CONTACT INFORMATION CHANGE DIRECTIONS

Families now have the option of making updates to their household and demographic data. No more needing to remember to call the offices to inform them of a new phone number, address, etc. With the following steps, you'll be on track to keeping your families contact information up to date.

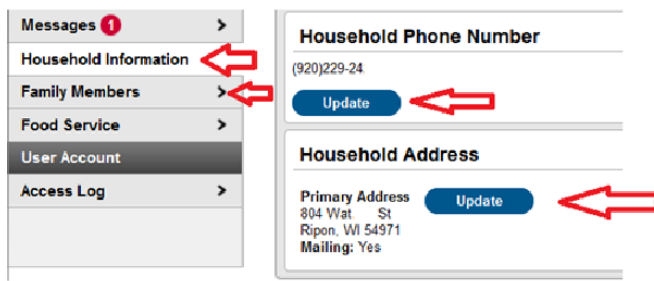
All users will need to have an Infinite Campus login and password prior to making any changes. If you do not have one, or have forgotten your information, please contact your child's school secretary or call Britnie Meyer at the Administrative Services Center at 920-748-4600.



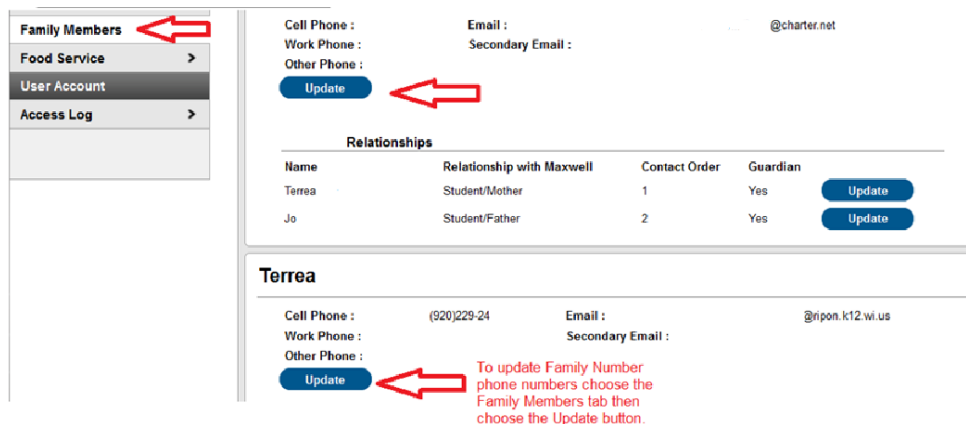
Go to [www.ripon.k12.wi.us](http://www.ripon.k12.wi.us) and click on the Infinite Campus Family icon in the upper right-hand corner.



You will notice Update Buttons next to pieces of Demographic data. To change any of the data that is associated with an update button choose update.



To change the Household phone choose the Household Information tab and choose update. Choose the update next to the Household Address to change the address.



To update a family members phone number choose the Family Members tab and then choose the Update button.

\* First Name: Terrea  
\* Last Name: [ ]  
Middle Name: Lea  
Gender: Female  
Cell Phone : ( 920 ) 229 - 2439 x [ ]  
Work Phone : ( ) - x [ ]  
Comments: [ ]  
Suffix: [ ]  
Email Address: r @ripon.k12.wi.us  
Secondary Email Address: [ ]  
Other Phone : ( ) - x [ ]

Send Update Cancel

Key in any updated information and select the Send Update Button.

After choosing the update button you will see a screen where you can key in any new data. After updating the data choose the Send Update button.

Messages 1

Household Information >

Date	Subject
04/21/2014	Your Household Phone Number request for Terrea   has been approved
11/08/2013	test message builder

Someone will review the data that you would like updated and you will see an inbox message once the data has been updated in family portal.