

Parent Portal – Update Personal Information

- 1. Once logged into the parent portal, select "More" from the menu bar.
- 2. To update **phone**, **email or emergency contact priority**, click on "Family Information".

Message Center	More	
Today		
Calendar	Address Information	> Quick Links
Grades	Assessments	> Appleton Area School Di
Attendance	Behavior	Badger Elementary School
Schedule	Course Registration	Fox Cities Leadership Ad Kaleidoscope Academy
Food Service	Demographics	> Madison Middle School
Fees	Family Information	> West High School
School Store Activity Registration	Health	>
Documents	Important Dates	>
More	Lockers	>

- 3. Click on "Update" to change contact information.
- 4. Click on "Update" once information is entered to complete request.

E Infinite Campus			
Message Center	< Back		
Today	MOM TESTING		
Calendar	Contact Information		
Grades Attendance	Phone Cell: (999)999-9999	Email testing@gmail.com	ר
Schedule	Relationships		-
Solicidae	Relationship	Update Contact: MOM TESTING Cell Phone (999)999-9999x Work Phone (

To update your address, click on More > Address Information > Update.
a. Note: Please allow up to 7 days to process address change.

