Sacramento
City Unified
School District

SCUSD Student Information System

Updating Phone, SMS and E-Mail Contact Information and Preferences

The district provides Self Service functionality to permit parent/guardians to update email and contact information. Household Contact Information, Individual Contact Information and Contact Preferences are updated separately. Below please find instructions for each option.

NOTE: If you are an SCUSD employee, you <u>must</u> use your work email as the primary email address.
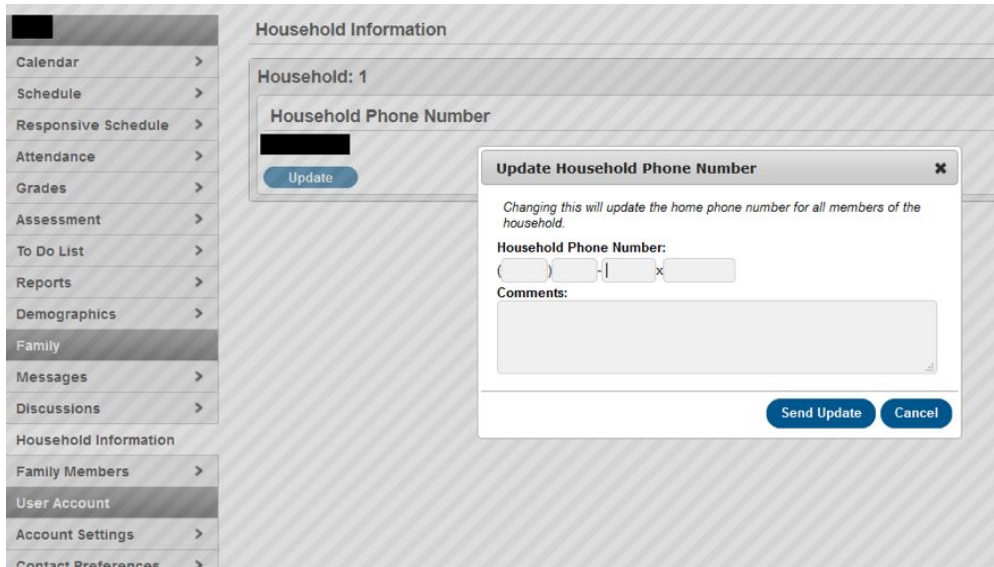
1. To begin, log in to the Parent Portal at http://portal.scusd.edu

Infinite Campus

Username

Password

Sign In »

To Update Household Contact information:

Update the primary number associated with entire household and all students listed within the household.

1. Go to **Household Information** tab

2. Click **Update**
3. Enter new phone number
4. Click **Send Update**

To Update Contact Information (Phone and E-mail) for Family Members:

Contact information for each individual listed in the system must be updated separately.

1. Go to **Family Members** tab

2. Click **Update**

3. Enter/update information
4. Click **Send Update**

Update Contact Preferences for Email, SMS and Phone Communications:

For each type of message, please indicate how you prefer to receive that message.

1. Go to **Contact Preferences** tab

2. Select which type of messages to receive
3. Select **Preferred Language**
4. Click **Save**