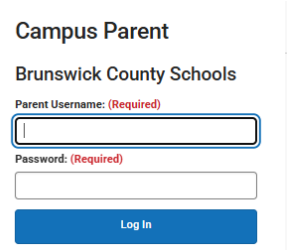
Complete the Annual Information Update

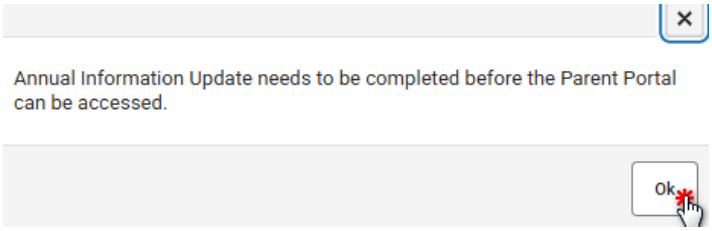
It is time to complete your student's Annual Information Updates in Infinite Campus. This quick and easy process ensures your contact information, emergency contacts, technology access, and important records are up to date for the 2025-26 school year. The process takes about 15 minutes and can be done on a computer, Chromebook, or using the Infinite Campus mobile app. Only one parent/guardian per household needs to complete the annual update. If you have multiple students in Brunswick County Schools, Infinite Campus conveniently stores each student's profile under one parent account.

1. Navigate to the Brunswick County Schools Campus Parent Portal.
   If you do not have a parent portal account, please visit the BCS Parent Portal Website for detailed directions to sign up.

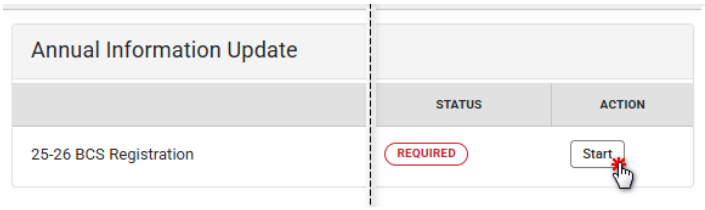
2. Enter your username & password.
   If you can't remember your username, please contact your student's school.
   If you have your username, but need your password reset, call 910-782-5058. You must be able to provide your full name and portal username.



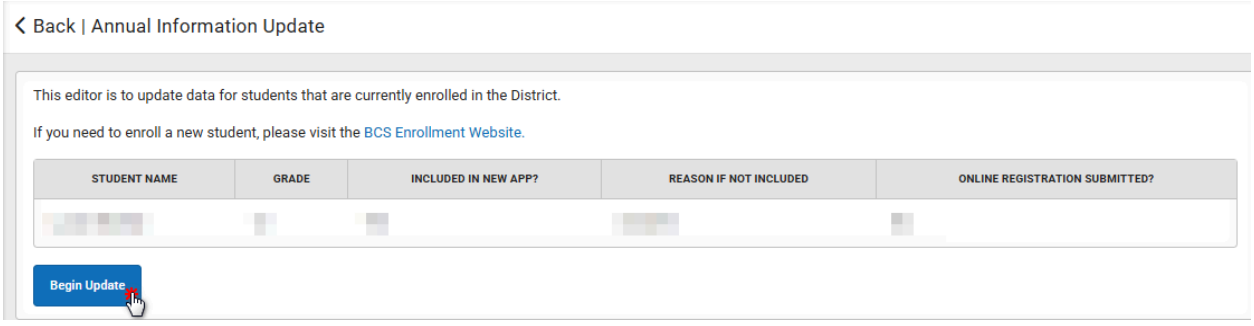
3. You will see a message about the Annual Information Update. Click Ok.



4. Click Start



5. Click Begin Update



Complete the Annual Information Update

6. The onscreen prompts will lead you through the Annual Information Update.

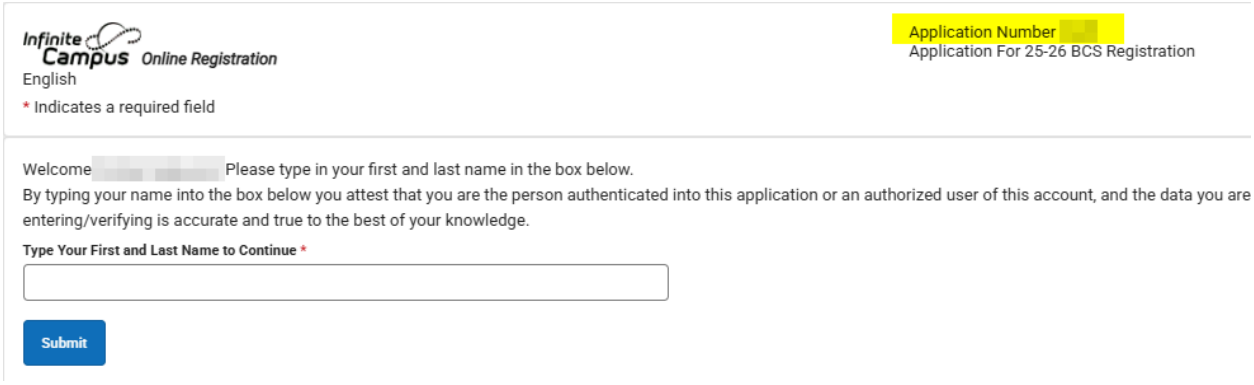
Some information can be added or changed through the annual information update, such as phone numbers, email addresses, and emergency contacts. Some information can only be reviewed. It is important to navigate through each section. If you see something that does not look right and can't be changed in the annual information update, please contact your student's school.

Important note about address changes:
Household addresses (where the student resides) cannot be changed as part of the annual information update. If the household address is different from what you see, please contact the school data manager to provide current proof of residency. This can be done after the annual update is submitted.

Parent/guardian address changes can be requested through the annual information update, however, you may be contacted by your student's school to provide current proof of residency before the address is updated in Infinite Campus.

7. Additional resources for completing the Annual Information Update:

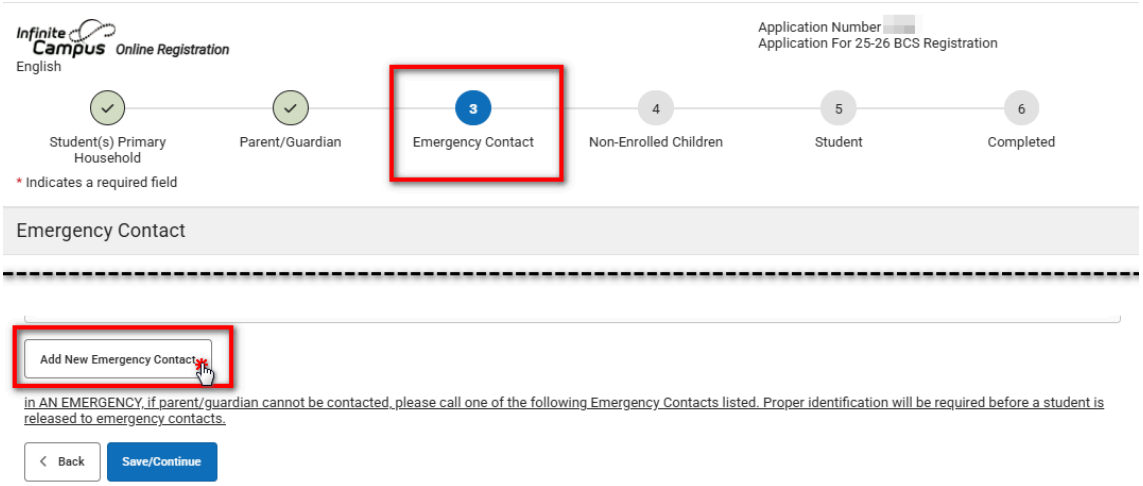
- Tip! Make note of your application number (highlighted). If you need support with the annual update, you may be asked for this number.



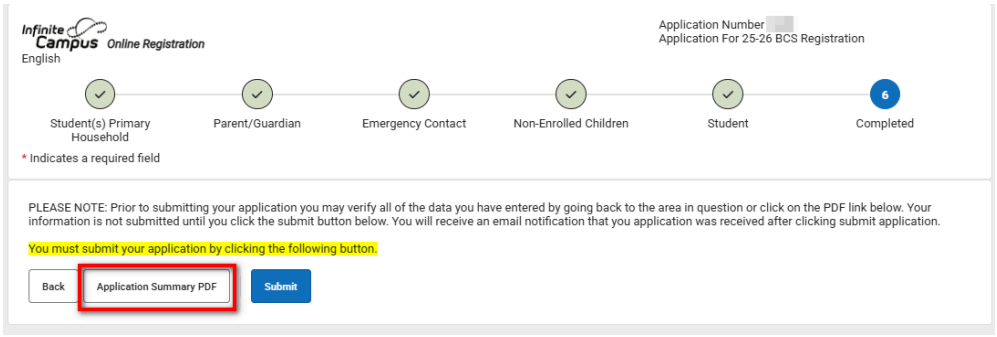
- The top sequence bar will help you track your progress. If you need to stop, you can close the screen and return to the annual information at another time. Your progress will be saved!



Complete the Annual Information Update

- **<u>Don't forget to add emergency contacts.</u>** By adding emergency contacts, you are agreeing that the emergency contact can pick up your student from school.
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- As part of the annual update, you will complete the Digital Learning Survey, media release, and acknowledge the technology acceptable use policy.

- When you reach the end of the Annual Information Update, you will be prompted to click submit. Before doing so, you can print a copy for your records.
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Thank you for completing the Annual Information Update!