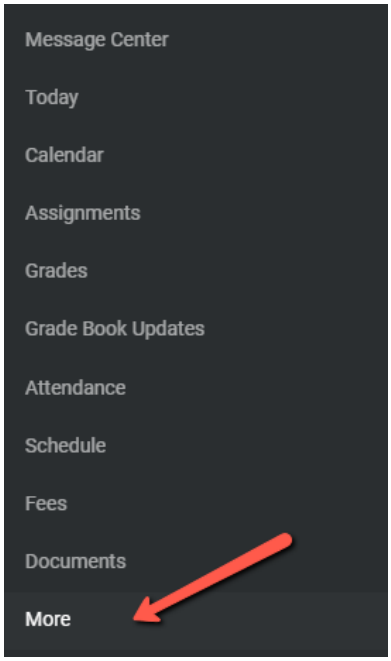
Methuen Public Schools

https://methuen.k12.ma.us

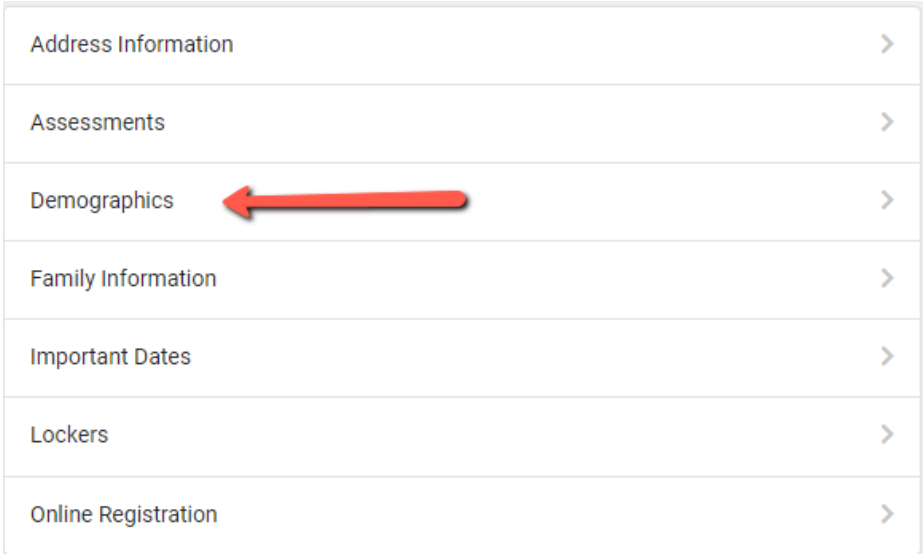
Infinite Campus Parent Portal:
Updating Non-Household Emergency Contact Information

1. Login to your parent portal account using the mobile app or by visiting the following website: https://methuenma.infinitecampus.org/campus/portal/methuen.jsp

2. In the menu, click the link titled “More”.



3. Next, click on “Demographics”.



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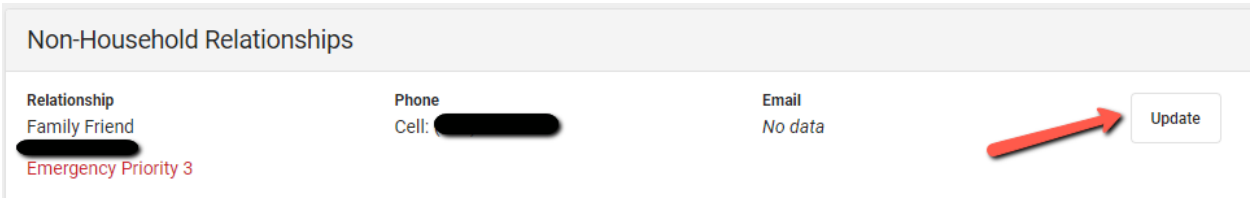
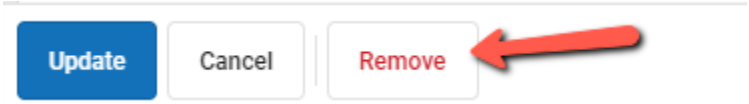
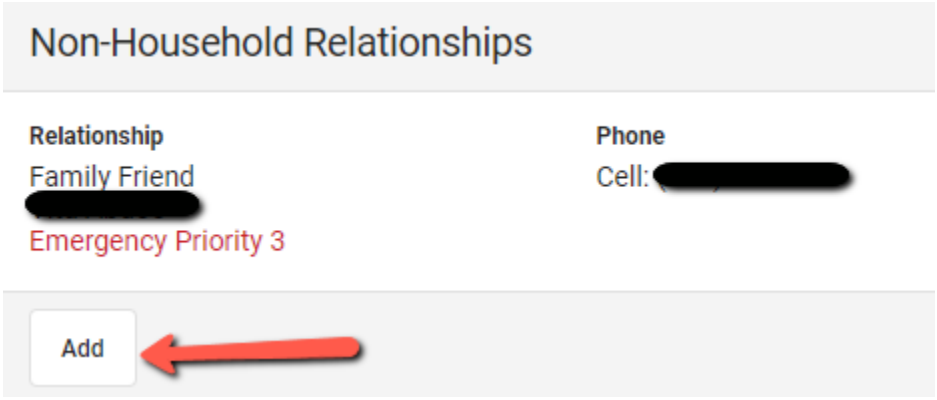
4. **To remove an existing contact**, scroll down to Non-Household Relationships and click the “Update” button on the person’s record.



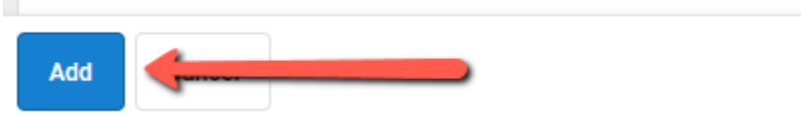
5. Click “Remove” at the bottom. Your request will be submitted. Once processed by our staff, you will no longer see them there.



6. **To add a new contact,** click the “Add” button at the bottom.



7. The Add Contact screen will appear. Enter in the appropriate information and then click “Add” at the bottom when you are finished. The request will be submitted and the person will appear once it has been processed by our staff.



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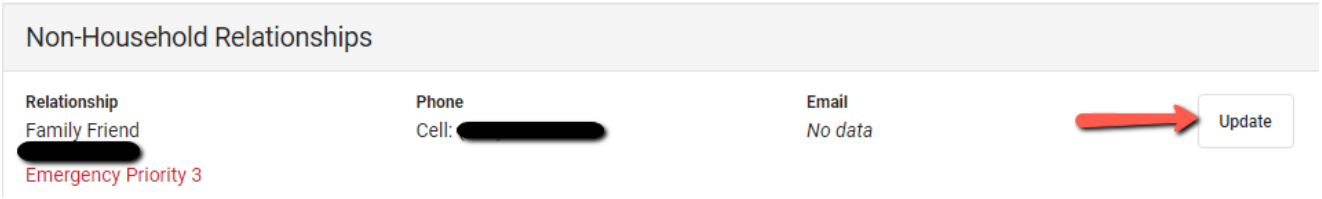
8. **To update an existing contact's information**, click the "Update" button on the person's record.



9. Change any of the contact's information that needs to be updated. **NOTE: Do not change the name of an existing person to someone different.** Use the Add and Remove processes described above to add and remove contacts. Any request to change the name to someone different will be denied.

10. Click the "Update" button when done.

