

Directions to Change Call System Settings In the Parent Portal

Click on **Contact Preferences**

The screenshot shows the Infinite Campus Parent Portal interface. The browser address bar displays <https://ic.kenton.k12.ny.us/campus/portal/main.xsl>. The page header includes the Infinite Campus logo and a 'Sign Out' button. The left sidebar contains a navigation menu with the following items: Family, Messages, Household Information, Family Members, Calendar, User Account, and Contact Preferences. The 'Contact Preferences' item is highlighted with a blue bar and a black arrow pointing to it. Below the sidebar, the main content area displays a 'District Notices' section with 1 message. The message text reads: "I have read the Kenmore Town of Tonawanda School District User Expectations for the Infinite Campus Parent Portal on the Ken-Ton website and agree to abide by and support the expectations. I understand, for the interest of security, the District reserves the right to change user passwords or deny access at any time. I agree to protect any information printed or transferred to my computer, or destroy the documentation generated from this site. The Kenmore Town of Tonawanda School District will use reasonable measures to protect student information from unauthorized viewing. The District will not be responsible for financial obligations arising through unauthorized use of the District's system or Internet. The District does not promise any particular level or method of access to the Internet site for viewing student information. The District will not be responsible for actions taken by the parent/guardian or student that would cause compromise of their student information. The District reserves the right to limit or terminate the Internet site for viewing student information without notice. All parents/guardians of the District network consent to electronic monitoring and understand that this is a private network used as an educational tool by Kenmore Town of Tonawanda School District employees. Account activity is electronically recorded." Below the message, there are sections for 'School Notices - 0 messages' and 'Inbox - 2 messages'. At the bottom of the page, there is a banner for 'Go Mobile - Need Your District ID?' with a green button labeled 'Get Your District ID' and logos for the App Store, Google Play, and Amazon Appstore.

Click on **the check boxes you would like to add or change**

For example, if you would like to allow text messages, check the box for Text (SMS) under cell phone. You should check for all instances that you would like us to text you – emergency or attendance or General Notifications.

We will not be using for Behavior events or for teacher use at this time.

Message Contact Preferences

Email Address:

Secondary Email Address:

Instructions:

For each type of message (Emergency, Attendance, Behavior, General Notification, Priority Notification, Teacher) select how you prefer to receive that message. You may select to receive a message on more than one device. To change or add a phone number you will need to contact your school's administrative offices.

Please check the Text(SMS) check box if you would like to receive text messages sent by the school.

- If Text (SMS) option is enabled message and data rates may apply. Charges are dependent on your service plan which may include fees from your carrier to send and receive these text (SMS) messages.
- To opt out uncheck the text (SMS) box anytime.
- For support contact your district.

		Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
Household Phone (716) <input type="text"/>	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone (716) <input type="text"/>	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone (716)874- <input type="text"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Email <input type="text"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language

It is important that you check to work phone if you would like to be contacted at work. We did not set work phone as a default because many people may not be contacted at work. Remember, that the automated system will leave a message – it cannot dial an extension - so if a switchboard operator answers, it will leave the message.

Changed to allow text on cell phone.

	Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
Household Phone (716) 836-8235	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cell Phone (716) 913-7517	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone (716) 874-8400/5209	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Email (krainey@kenton.k12.ny.us)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Preferred Language:

You may change the language of the message to Spanish by selecting it here.

Click Save when you are done.

Save