



User Instructions

How to manage how you are notified:

1. Log into Infinite Campus: <https://campus.canoncityschools.org/campus/canoncity.jsp>
Using your username and password
2. Locate "Census" and expand to select the "My Data" button.
3. Select the "Request Demographic Update" button in green

Year: 14-15 School: Notify Me

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NotifyMe NotifyMe

▼ Census

My Data

Account Settings

Access Log

NotifyMe, NotifyMe N

Gender: F

My Demographics My Assignments

Request Demographic Update

Person Information

Read Only (Create an update request to change)

ParentID: 35261

- a. User can update demographic information
 - b. User can update Person Contact Information and Preferences
4. Select the bullet for "I am adding or correcting my information"

Demographic - New Record Request

Brief Description

***Update Type**

☒ I am adding or correcting my information.

☐ My legal name has changed.

5. To edit Preferences for the Priority Notification Notify Me system, locate the "Priority" column under the Personal Contact Information section.

My Demographics My Assignments My Employment My Credentials My Household/Address

Save Request

Person GUID: 453CAE42-25B4-41A8-B2F3-AC036C957A40

Personal Contact Information		Messenger Preferences Contact Reasons						
Contact Information	Private	Delivery Device	Emergency	Attendance	Behavior	General	Priority	Teacher
Email: gaanonci@canoncityschools.org	<input type="checkbox"/>	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secondary Email:	<input type="checkbox"/>	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*NotifyMe Household: (719)429-4419	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: (719) 429 - 4429 x	<input type="checkbox"/>	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Phone: () - x	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone: () - x	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pager: () - x	<input type="checkbox"/>	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Household phone preferences apply to all active members of this household.

Preferred Language: en_US: US English

To be notified for Lockouts/Drills/Lockdowns... etc.

- Modified by: Unknown 09/12/2014 14:26

6. After you have completed your edit request, select the "Save Request" button in green (top)
7. Your request will be approved by a District Administration Staff.