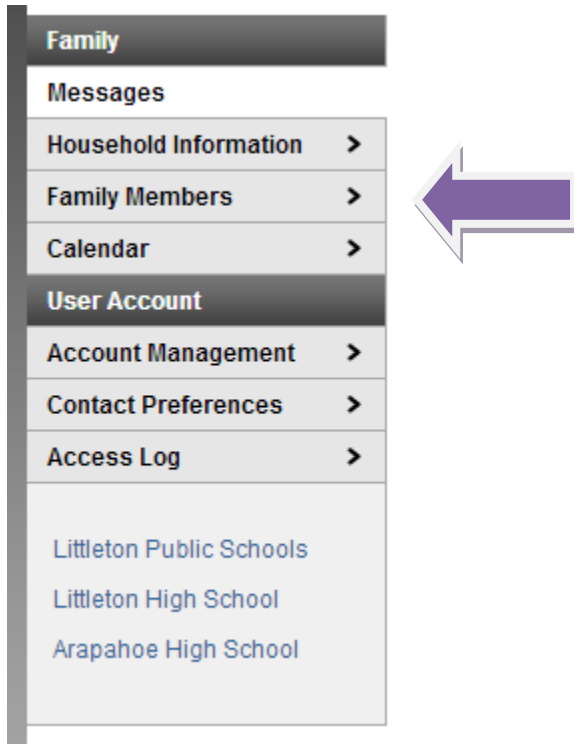


Update Contact Information in the LPS Campus Portal

Parents,


In order to use our Parent Communication system effectively, we need parents to verify that their contact information is correct. To do this, please log-in to the [LPS Campus Portal](#), and then click on Family Members on the left side navigation.



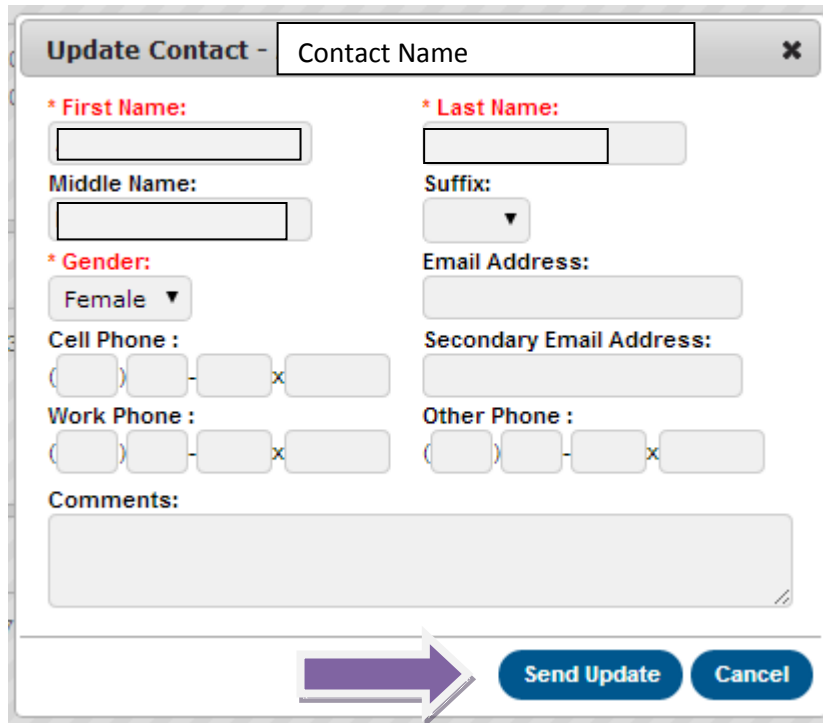
You will then see a list of family members and their contact information appear. Please verify that the contact information we have for each family member is correct. If you notice that any of the information is incorrect (or missing), please click the Update button.

Family Members

Review the information that we have on file for your family. If any changes are required, request that the change be made. You will receive a message in your Infinite Campus inbox when the change has been made to your child's record.

Household:	<input type="text" value="Household Name"/>
<input type="text" value="Student or Parent Name"/>	
Cell Phone :	Email :
Work Phone :	Secondary Email :
Other Phone :	
<input type="button" value="Update"/>	

You will then get an Update Contact screen. Please correct (or add) any necessary information (cell phone, work phone, other phone, email address) and click the Send Update button.



The image shows a web form titled "Update Contact" with a search bar containing "Contact Name". The form contains several input fields and buttons. A purple arrow points to the "Send Update" button.

* First Name: <input type="text"/>	* Last Name: <input type="text"/>
Middle Name: <input type="text"/>	Suffix: <input type="text"/>
* Gender: Female ▾	Email Address: <input type="text"/>
Cell Phone : (<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>	Secondary Email Address: <input type="text"/>
Work Phone : (<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>	Other Phone : (<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>
Comments: <input type="text"/>	

Please repeat for any contact that needs to be updated.

This will not immediately change your information on the portal. We will receive the update, verify, and approve it. Your updated information will appear on the portal within the week.

Thank you.