



**No more  
paper!**

## Enter Emergency Information Online!

RUSD is going paperless! Starting in the fall, just sign in to the Infinite Campus Parent Portal and fill out your child's important emergency information online right from home. So that we can best support you, we ask that you please keep your child's contact information in Infinite Campus up-to-date and accurate.



### How can I update my information?

Parents/guardians can update their information using the Infinite Campus Parent Portal at any time. This will include personal and emergency contact information and media releases. *Please see the reverse side for information on how to enter and update your information.* If you do not have your Parent Portal account information, please contact your school's main office.

Beginning this fall, all schools will have a computer kiosk located in the main office area. Parents/guardians can access the kiosk during school hours to make changes or update their Parent Portal accounts. Office staff can provide assistance to families in person or over the phone.

## Creating your Parent Portal account



The Infinite Campus Parent Portal allows families to access information like their child's grades, attendance, schedule and demographics and now, to update emergency contact information! Follow these easy steps to create your account:

1. Go to [www.rusd.org](http://www.rusd.org) and click on the Parent Portal icon on the right-hand side of the screen.
2. Click on the "Help" tab.
3. Click where it says, "if you have been assigned a Campus Portal Activation Key click here."
4. Enter your unique activation key (if you need your activation key, please visit your child's school's main office. Please note, you will need to bring a valid photo ID to receive your activation key.)
5. Follow the step-by-step instructions to activate your account.



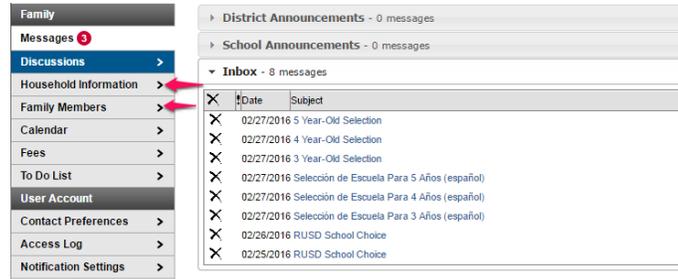
[www.rusd.org](http://www.rusd.org) • [info@rusd.org](mailto:info@rusd.org)

# So, you have your Parent Portal account - Now what?

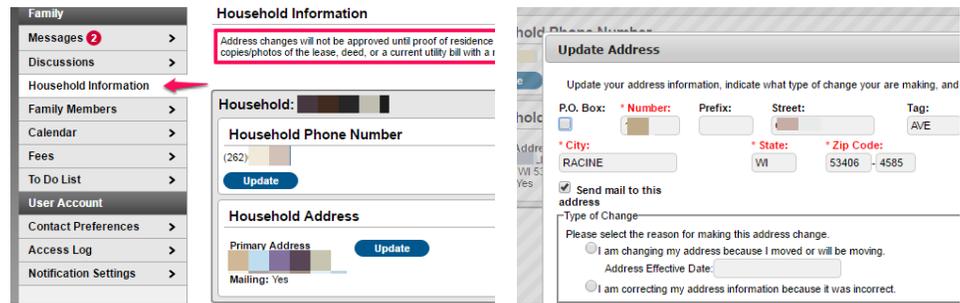
Updating your child's emergency information in your Parent Portal account is easy! Follow these steps to make sure all your information is up-to-date and accurate. If you have any questions, please contact your school's main office or the RUSD Welcome Center at 262-631-7194.



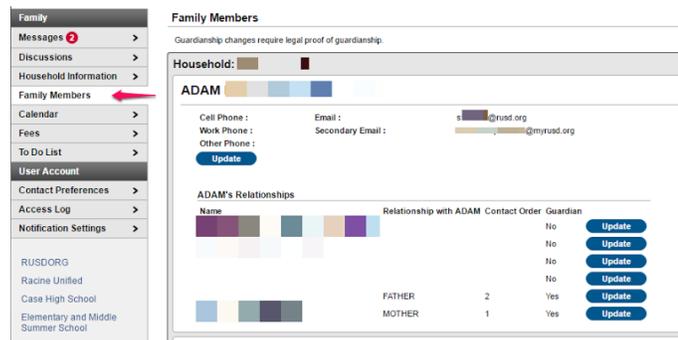
1. Head to [www.rusd.org](http://www.rusd.org) and click on the 'Infinite Campus' button on the right. From there, log-in to your Parent Portal account. Click on 'Household Information' on the left side of the screen.



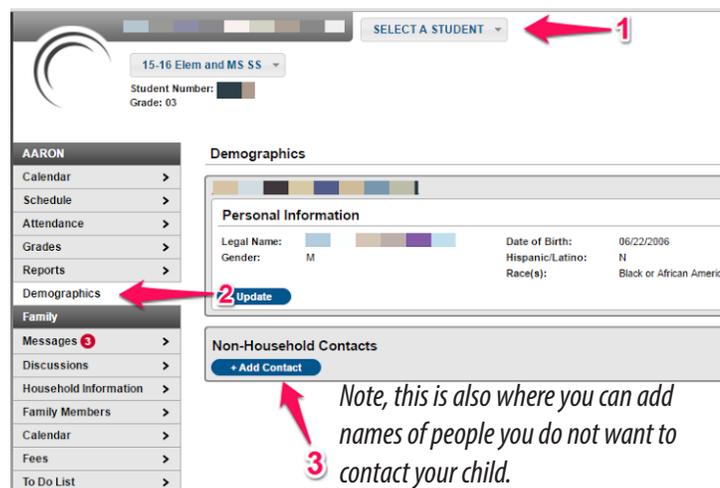
2. Enter your home phone number and address. Please note, your address will need to be verified by submitting a copy of a utility bill, a lease or a deed to the RUSD Welcome Center in person or by emailing [enrollment.center@rusd.org](mailto:enrollment.center@rusd.org).



3. Click on 'Family Members' on the left side of the screen. Enter the names and relationships of family members or people that live in your household. You may also provide their contact information.



4. To enter emergency information for someone other than yourself, select your student at the top of the page. Then, click on the demographics tab on the left. This is where you can add non-household contacts. These people will be contacted in the event of an emergency.



5. While you're logged in, please also take a minute to review the Internet and Media Release Information by clicking on the tab on the left. If you need anything changed, please contact your child's school's main office.

