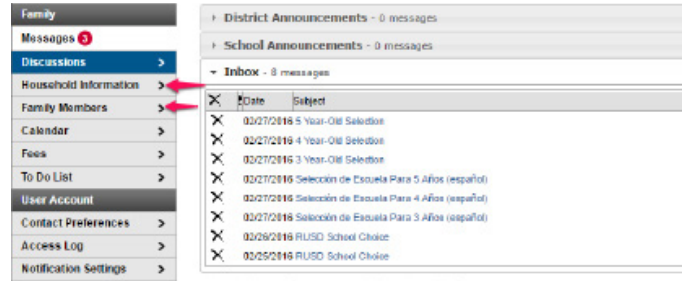


So, you have your Parent Portal account - Now what?

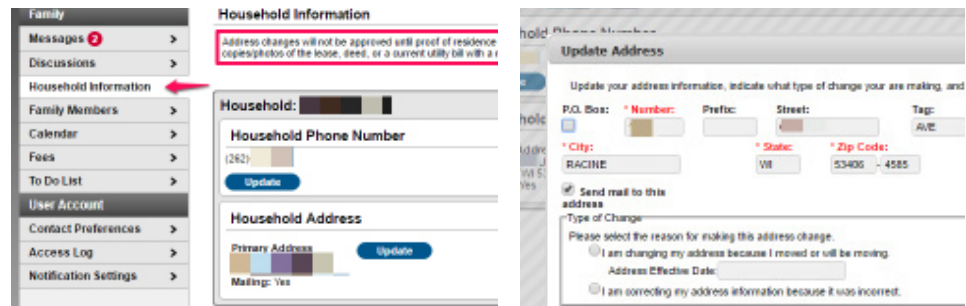
Updating your child's emergency information in your Parent Portal account is easy! Follow these steps to make sure all your information is up-to-date and accurate. If you have any questions, please contact your school's main office or the RUSD Welcome Center at 262-631-7194.



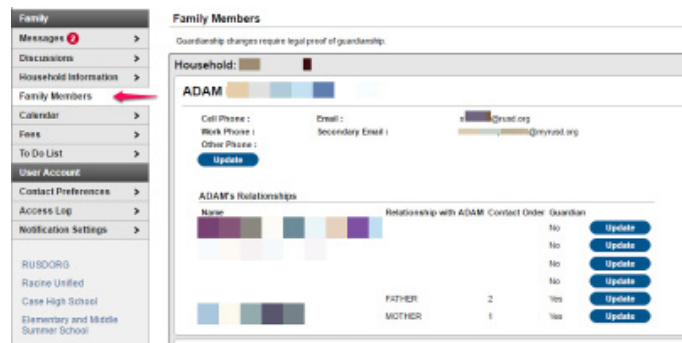
1. Head to www.rusd.org and click on the 'Infinite Campus' button on the right. From there, log-in to your Parent Portal account. Click on 'Household Information' on the left side of the screen.



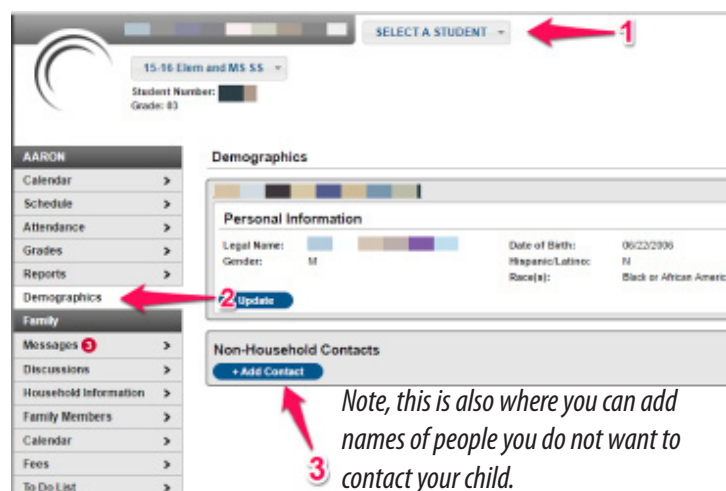
2. Enter your home phone number and address. Please note, your address will need to be verified by submitting a copy of a utility bill, a lease or a deed to the RUSD Welcome Center in person or by emailing enrollment.center@rusd.org.



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.

