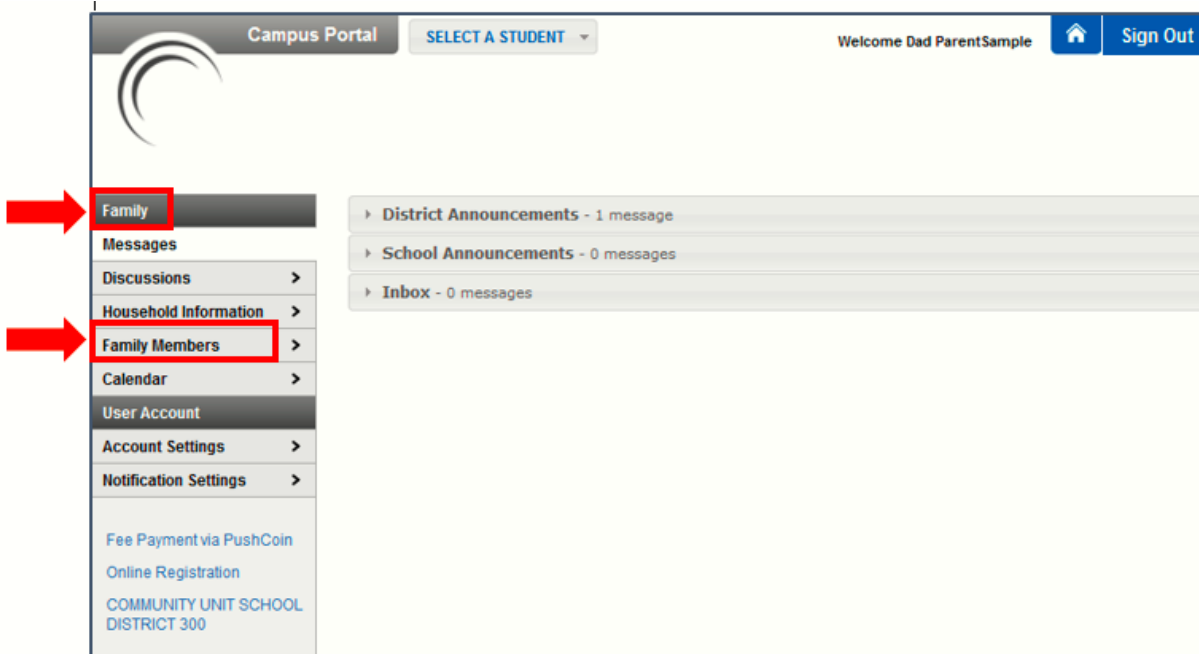


How to Add a Student's Cell Phone Number within a Campus Parent Portal Account

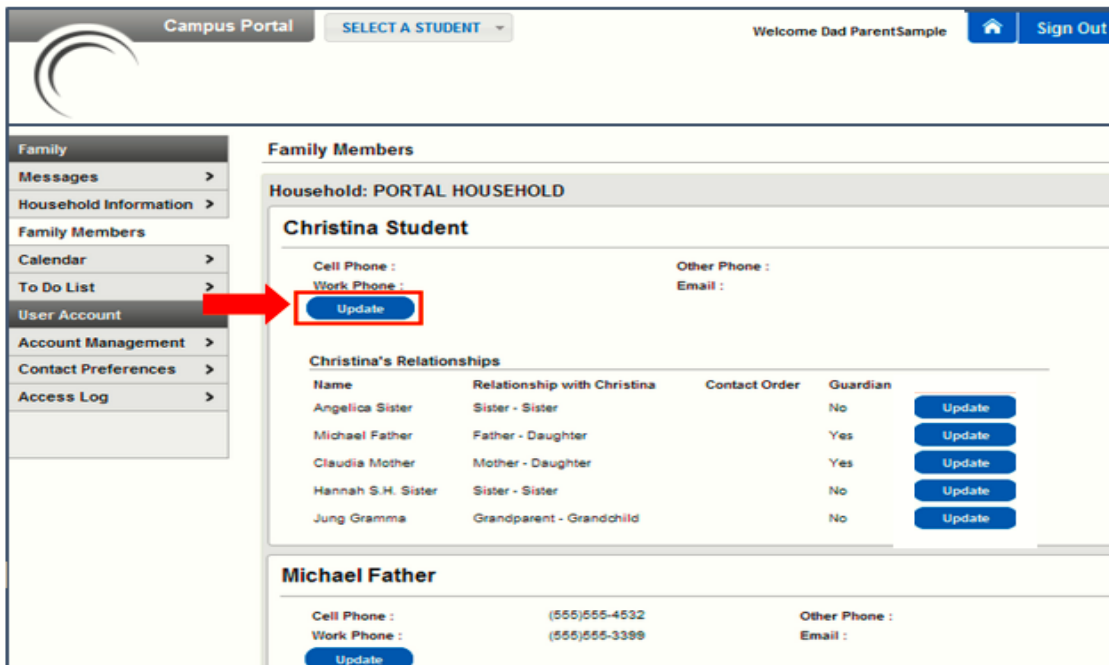
COMMUNITY UNIT SCHOOL DISTRICT 300

Updates can only be done from the web account of a Campus Parent Portal account and not from the Campus Mobile app.

1. Sign into your Campus Parent Portal account from a computer or laptop.
2. On the home page, the **Family** navigation panes are on the left side of the screen.
3. The tabs under the **Family** section apply to all your students currently enrolled in a District 300 school.
4. Click on the **Family Members** tab to add your student's cell phone number.



5. Select the appropriate student name to add their cell phone number.
6. Click the **Update** button below the **Cell Phone** field. A pop-up window will appear.



7. Enter the 10-digit cell phone number. (area code plus number)
8. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.

The screenshot shows the 'Update Contact - Girl Student' form. The 'Cell Phone' field is highlighted with a red box. The 'Send Update' button is also highlighted with a red box. A red arrow points from the 'Contact Preference' menu item to the form, and another red arrow points from the 'Send Update' button to the right.

9. Click **OK** to return to the Family view.
10. If you have more than one student, follow the same steps listed above to add their cell phone numbers.

The screenshot shows the 'Request Sent' confirmation message. The 'OK' button is highlighted with a red box. A red arrow points to it from the left.

11. When all students' cell phone numbers are added, click the **Sign Out** button located on the top right corner of the screen to sign out of your Campus Parent Portal account.

The screenshot shows the 'Sign Out' button in the top right corner of the header, highlighted with a red box. A red arrow points to it from below.