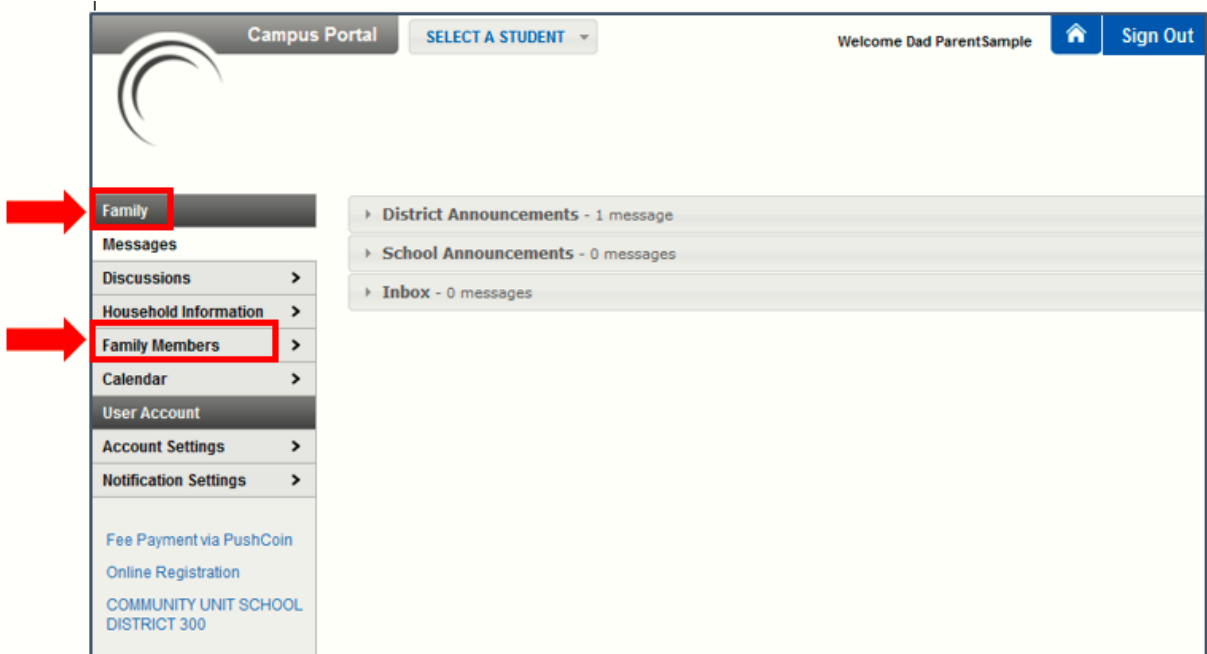


# How to Change a Student's Cell Phone Number within a Campus Parent Portal Account

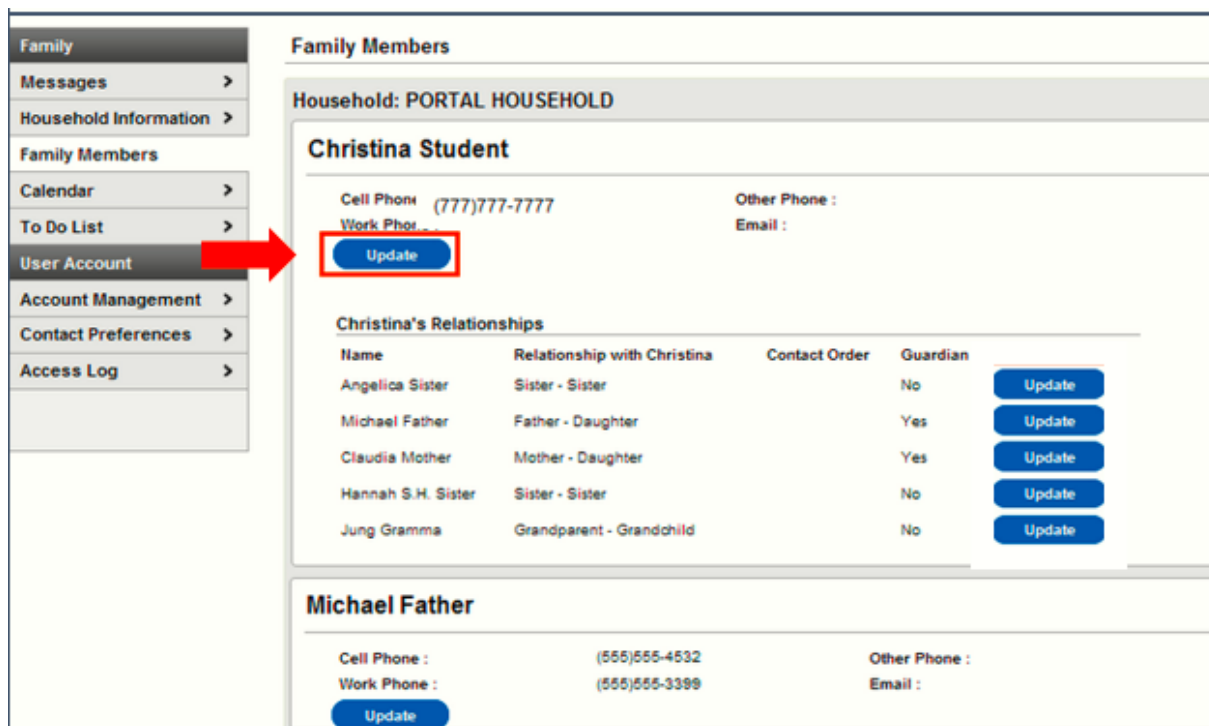
COMMUNITY UNIT SCHOOL DISTRICT 300

Changes 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 changed your student's cell phone number.

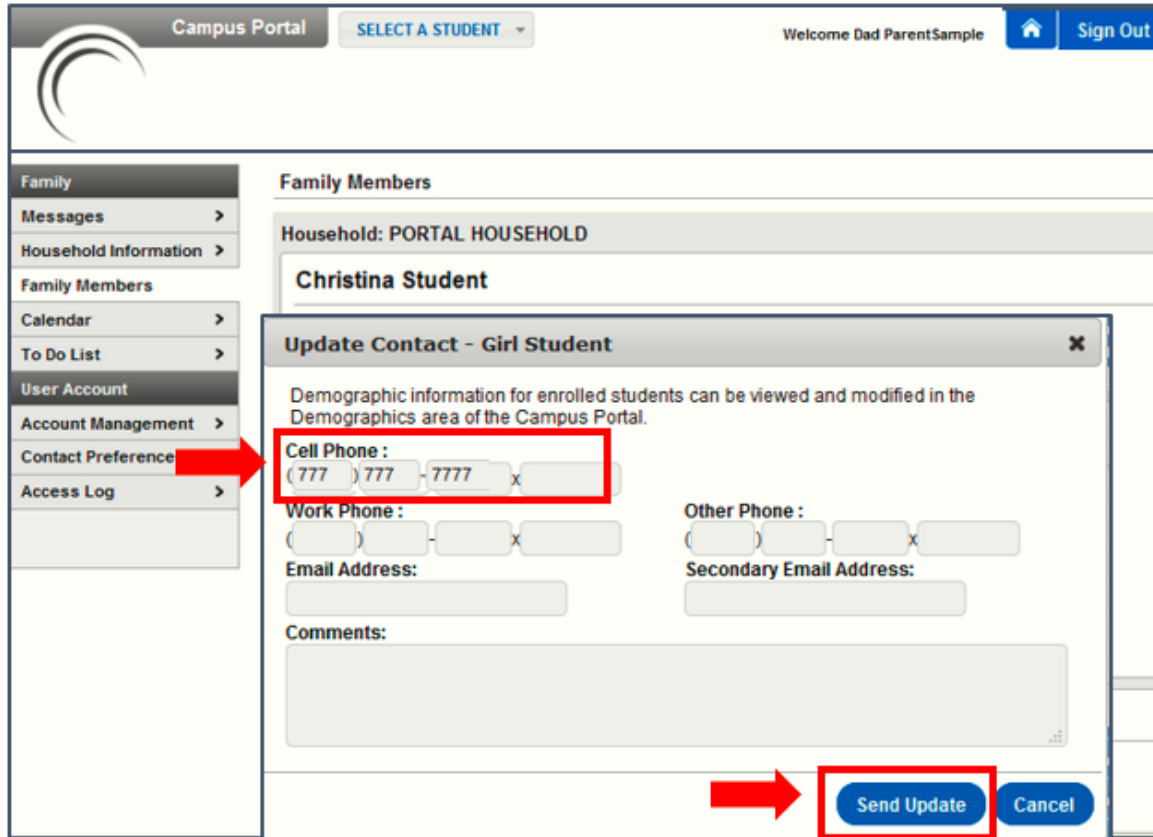


5. Select the appropriate student name to change their cell phone number.
6. Click the **Update** button below the **Cell Phone** field. A pop-up window will appear.

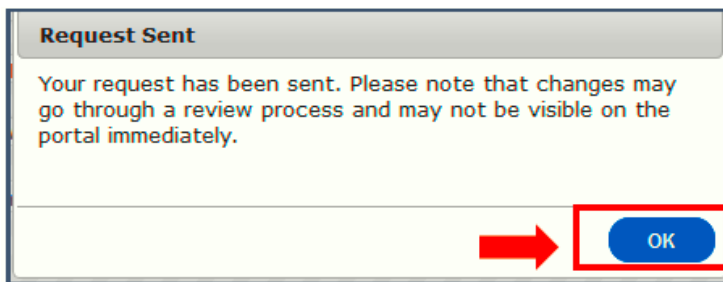


# How to Change a Student's Cell Phone Number within a Campus Parent Portal Account

7. Clear the previous number and enter the 10-digit cell phone number (area code plus number). Or if you do not wish to have a student's cell phone number on file, please leave this text area blank.
8. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.



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



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

