



With Infinite Campus, we are able to put the power of updating your student and family information in your hands. Families have access to request updates to demographic information (phone numbers, email addresses, etc.) and request to add, remove or update any emergency contacts through their Campus Parent Portal account.

It's as easy as following the steps below to get started.

**To login:**

- Visit [www.athlosbrooklynpark.org](http://www.athlosbrooklynpark.org) and click on the "Parent Portal" link at the top of the page.
- Login using your username and password.
- If you don't have an account, you should contact the school front office to get your activation key and information on how to set up your account.
- **PLEASE NOTE – FAMILIES WILL NEED TO ACCESS THIS ACCOUNT STARTING NOVEMBER 4, 2019 TO COMPLETE THE INTENT TO RETURN PROCESS FOR THE 2020-2021 SCHOOL YEAR.**

**To add, remove or edit an Emergency Contact:**

- From the left navigation, click "More".
- Click on "Demographics".
- Scroll down the page to the area that says, "Non-Household Relationships".
  - *Non-Household Relationships = Emergency Contacts*
- Click on "Update" for an existing Emergency Contact to edit or delete their information.
- Click "Add" to add a new Emergency Contact

**To update home phone number and address:**

- From the left navigation, click "More".
- Click on "Address Information".
- By clicking on "Update", you may change your home phone number or address.

**To update parent/guardian email address and phone number:**

- From the left navigation, click "More".
- Click on "Family Information".
- Scroll down to the name of the parent/guardian whose information will be updated.
  - You will see the parent/guardian list underneath the student's name in the "Relationships" section. Scroll past this and find the parent/guardian name in the contact information section to be able to update contact information or go to the family member heading to edit their information.
- From the Contact Information section, click on "Update" to adjust phone numbers and the email address for the selected parent/guardian.