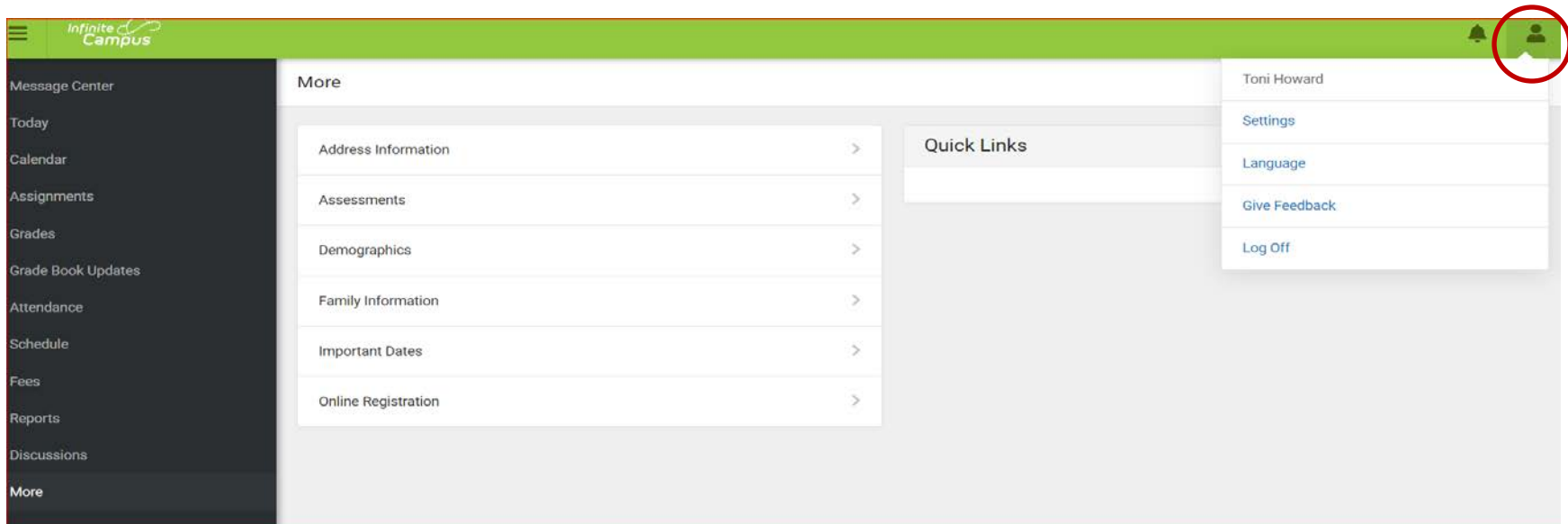


New Campus Messenger

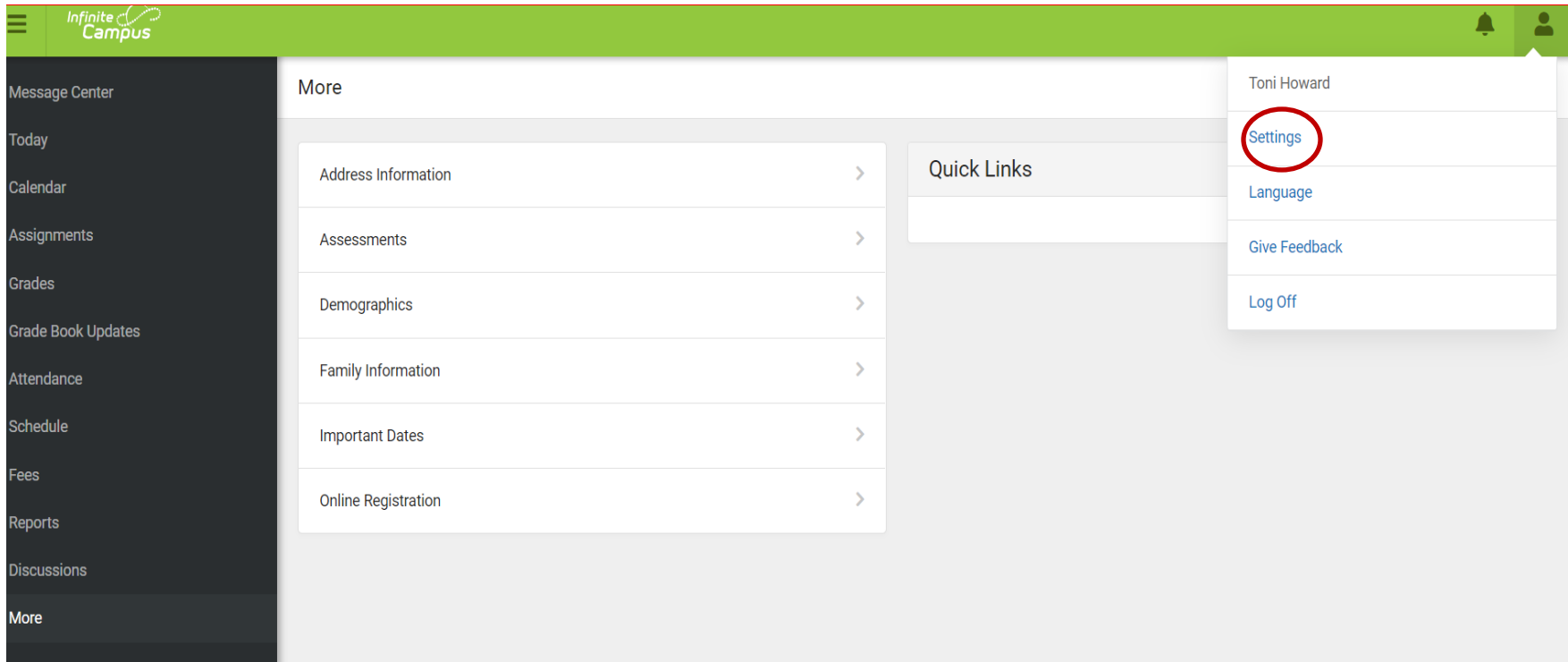
Duncan Public Schools is now using our new Messenger system to send you Emergency, High Priority, Attendance and General Messages. Please select how you would like to receive messages by checking Voice, Text (SMS), or Email located in your Campus Parent Portal (Instructions provided below).

If the TEXT (SMS) option is enabled, message and data rates may apply. Charges are dependent on your service plan, which may include fees from your carrier to send and receive text messages, contact your phone carrier for additional information. To opt out, uncheck the Text (SMS) box at any time.

1. Log in to your Campus Parent Portal Account (If you do not have an account follow the link to complete and submit your Campus Parent request. If the following link does not open you can copy and paste it in your browser. <https://docs.google.com/forms/d/e/1FAIpQLSfK-c0wd57EuapCdyv-iG8SxXRthT1w45yHDBAJi6iaP54vYg/viewform>)
2. Click the "Person" icon.



3. Click Settings.



4. Click on Contact Preferences.

The screenshot displays the Infinite Campus user interface. At the top, there is a green header bar with the Infinite Campus logo on the left and a hamburger menu icon. Below the header, a dark grey sidebar on the left contains a list of navigation items: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Reports, Discussions, and More. The main content area is titled 'Settings' and contains a list of settings options: Notification Settings, Account Settings, Contact Preferences, and Current Devices. Each option has a right-pointing chevron icon. The 'Contact Preferences' option is highlighted with a red oval.

Settings Category	Action
Notification Settings	>
Account Settings	>
Contact Preferences	>
Current Devices	>

5. If you would like to receive messages on your cell phone or your household phone mark your preferences by selecting the checkboxes under voice and text (sms) and click save. *Boxes left unchecked will not receive messages.*

The screenshot shows the Infinite Campus Message Center interface. On the left is a navigation menu with options like Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Reports, Discussions, and More. The main content area is titled 'Message Center' and has a 'Back' button. Below the title are two tabs: 'Phone' (selected) and 'Email'. The 'Phone' tab contains a table with three sections: Household Phone, Cell Phone, and Work Phone. Each section has columns for 'VOICE' and 'TEXT (SMS)' and rows for 'Priority', 'Attendance', 'General', 'Behavior Messenger', and 'Emergency'. The 'Save' button is located at the bottom left of the table area.

PHONE TYPE	PHONE NUMBER	VOICE	TEXT (SMS)
HOUSEHOLD PHONE	(580)606-7273	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Priority	<input type="checkbox"/>	<input type="checkbox"/>
	Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	General	<input type="checkbox"/>	<input type="checkbox"/>
	Behavior Messenger	<input type="checkbox"/>	<input type="checkbox"/>
	Emergency	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Behavior Referral	<input type="checkbox"/>	<input type="checkbox"/>
CELL PHONE	(580)606-7273	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Priority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	General	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Behavior Messenger	<input type="checkbox"/>	<input type="checkbox"/>
	Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Behavior Referral	<input type="checkbox"/>	<input type="checkbox"/>
WORK PHONE	(580)255-0300	<input type="checkbox"/>	<input type="checkbox"/>

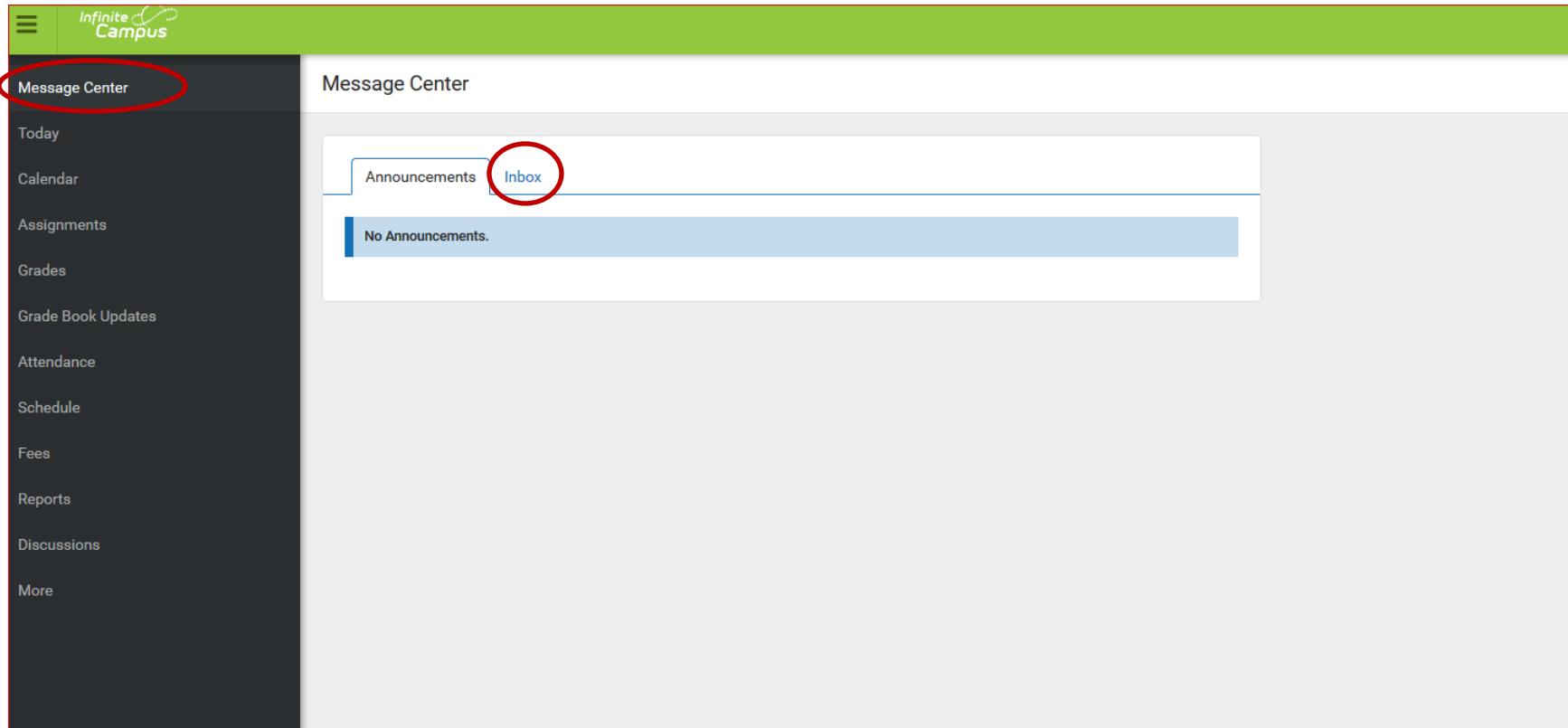
6. To receive a message to your email addresses click on the email tab and place a check in the checkbox and click save. *Any boxes left unchecked will not receive a message.*

The screenshot shows the Infinite Campus Message Center interface. On the left is a navigation menu with options like 'Today', 'Calendar', 'Assignments', 'Grades', 'Grade Book Updates', 'Attendance', 'Schedule', 'Fees', 'Reports', 'Discussions', and 'More'. The main content area is titled 'Message Center' and has a '< Back' button. Below the title are two tabs: 'Phone' and 'Email', with 'Email' selected and circled in red. The interface displays a table of notification preferences for two email addresses.

PRIMARY EMAIL ADDRESS	EMAIL
TONI.HOWARD@DUNCANPS.ORG	
Priority	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>
Teacher	<input checked="" type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>
Behavior Referral	<input type="checkbox"/>
SECONDARY EMAIL ADDRESS	EMAIL
HOWARD61@CABLEONE.NET	
Priority	<input type="checkbox"/>
Attendance	<input type="checkbox"/>
General	<input type="checkbox"/>
Teacher	<input type="checkbox"/>
Behavior Messenger	<input type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>
Behavior Referral	<input type="checkbox"/>

At the bottom left of the main content area, there is a blue 'Save' button circled in red.

7. All Campus Parent Accounts have an Inbox. All messages will automatically be sent to the inbox without marking anything on your account if the sender opts to send in this format. Your Inbox is found under the Message Center.



If you have any questions please email parentportal@duncanps.org