



TITLE: Changing the Password and Contact Information on the Portal

PURPOSE: This document will show how to change the Account password and add or update an email address on the Infinite Campus Portal.

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The password and the contact email address can be changed through the Infinite Campus Portal. These links are located along the left hand column.

Changing the Password

To change your password, click on the **Change Password** under **User Account**.

Family
Messages >
Family Members >
Calendar >
To Do List >
User Account
Change Password

Change Account Password

Old Password	<input type="text"/>	Type old password
New Password	<input type="text"/>	Type new password
Verify New Password	<input type="text"/>	Type new password again
<input type="button" value="Change Password"/>		Click Change Password button

Remember! Passwords must be at least 8 characters and contain at least one number.

NEVER share usernames and/or passwords with anyone. Each person receives their own username and password to access the system and it is illegal to access unauthorized student information. If unauthorized access is assigned to the account, please contact the school immediately.

Adding or Changing the Contact Email Address

Email addresses enhance communication between the school, the teachers and the student contacts. It is recommended that an email address is added and updated to receive the enhanced communication from the school and teachers.

To add or update an email address, click on **Contact Preferences** under **User Account**.

Family
Messages >
Family Members >
Calendar >
To Do List >
User Account
Change Password >
Contact Preferences
Access Log >

Message Contact Preferences

Email Address:	<input type="text" value="fuddmatilda@warnerbros.com"/>	Type the correct email address
<input type="button" value="Save"/>	Click the Save button	

Support

Information and help documents, such as this one, about the Infinite Campus Portal can be found on the school website. Look for the Infinite Campus Portal page under the appropriate school.

If support is required, please contact the Ottawa Area ISD Help Desk at **1-877-702-8600 Extension 3000** or email **help@oaisd.org**.