Dear District Families,

We are pleased to provide you with the ability to add or update your child’s Non-Household Emergency Contact information directly through the Infinite Campus Parent Portal.

The following includes step-by-step directions:

**Please Note:** If you have not created your Infinite Campus Parent Portal account at this time, please go to the Parents/Students section located on the District Website Homepage and click on the Infinite Campus Login Page: [http://www.bellmore-merrick.k12.ny.us/parentsstudents/infinite-campus-parent_portal](http://www.bellmore-merrick.k12.ny.us/parentsstudents/infinite-campus-parent_portal)

1. Log on to the secure Internet address for the Parent Portal (this link can also be accessed through the Quick Links or Parents/Students section located on the district website.) [https://campus.bellmore-merrick.k12.ny.us/campus/portal/bellmore.jsp](https://campus.bellmore-merrick.k12.ny.us/campus/portal/bellmore.jsp)

2. Enter your Username & Password

3. Click on the More button and then click on the Demographics button
4. To **Add** your child’s Non-Household Emergency Contacts, click **Add** and then complete the required information. Click **Add** at the bottom of the screen when you are finished.

**Please Note:** Do **Not** include yourself as an Emergency Contact. In case of an emergency, you will be contacted first by default.

5a. To **Update** or **Remove** your child’s Non-Household Emergency Contacts, click the **Update** button the right of existing Contacts.
5b. Once you have completed updating your child’s Non-Household Emergency Contact, scroll to the bottom of the screen and click **Update**. If you wish to **Remove** your child’s Non-Household Emergency Contact, click **Remove** twice.

**Please Note:** Requests will go through a review process and may take some time to take effect. You will receive a notification in your Parent Portal inbox when your request has been processed. If you have any questions about your electronically submitted request, please contact your child’s School Building.