

# BELLMORE-MERRICK CENTRAL HIGH SCHOOL DISTRICT ADMINISTRATIVE OFFICES

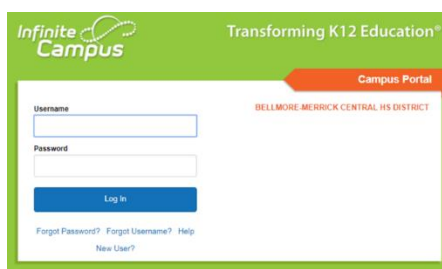
Dear District Families,

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:

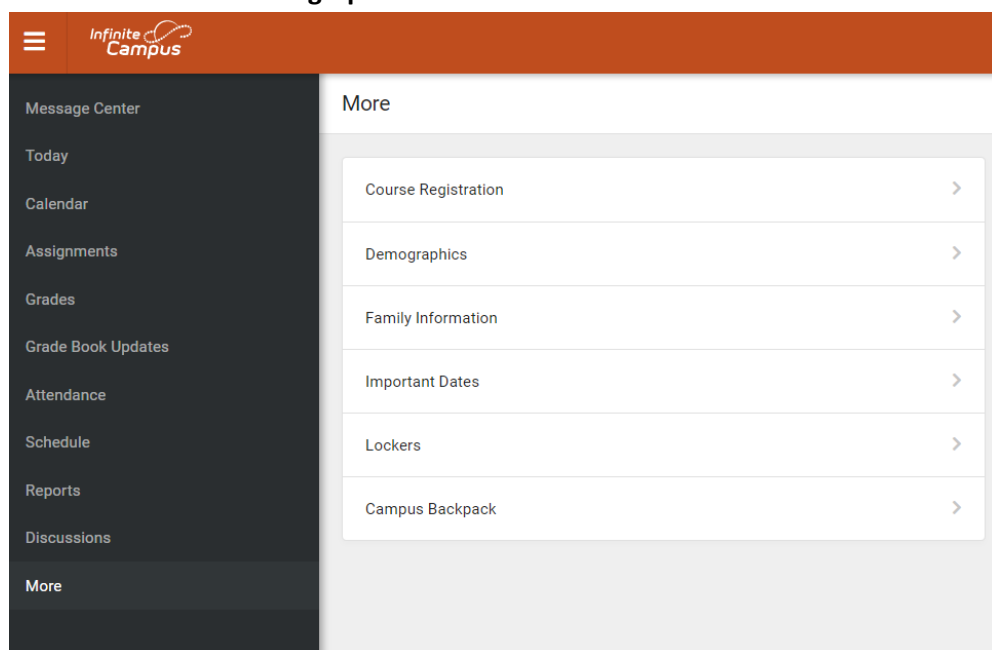
**Please Note:** *If you have not created your Infinite Campus Parent Portal account at this time, please go to the Parents/Students section located on the District Website Homepage and click on the Infinite Campus Login Page: [http://www.bellmore-merrick.k12.ny.us/parentsstudents/infinite\\_campus\\_parent\\_portal](http://www.bellmore-merrick.k12.ny.us/parents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

Message Center  
Today  
Calendar  
Assignments  
Grades  
Grade Book Updates  
Attendance  
Schedule  
Reports  
Discussions  
More

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Non-Household Relationships

There are no contacts for this student.

Add

Message Center  
Today  
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Assignments  
Grades  
Grade Book Updates  
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Add Contact

First Name \*

Last Name \*

Middle Name

Suffix

Gender \*

Cell Phone  
( ) - - x

Work Phone  
( ) - - x

Other Phone  
( ) - - x

Email Address  
user@example.com

Secondary Email Address

Add Cancel

- 5a. To **Update** or **Remove** your child's Non-Household Emergency Contacts, click the **Update** button the right of existing Contacts.

Message Center  
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Grades  
Grade Book Updates  
Attendance  
Schedule

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Non-Household Relationships

Relationship	Phone	Email
Brother	Cell: (999)867-5309	jsmith@aol.com
Joe Smith		
Emergency Priority 1		

Add

Update

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.

The screenshot shows the 'Update Contact' form in the Infinite Campus Parent Portal. The form is titled 'Update Contact' and has a 'Back' button at the top left. The form fields are as follows:

- First Name \* (Joe)
- Last Name \* (Smith)
- Middle Name
- Suffix
- Gender \* (Male)
- Cell Phone ((999)867-5309x\_\_\_\_\_)
- Work Phone (( )- - - - -)
- Other Phone (( )- - - - -)
- Email Address (jsmith@aol.com)
- Secondary Email Address

At the bottom of the form are three buttons: 'Update' (blue), 'Cancel' (grey), and 'Remove' (red). Red arrows point to the 'Update' and 'Remove' buttons.

**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.