

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.

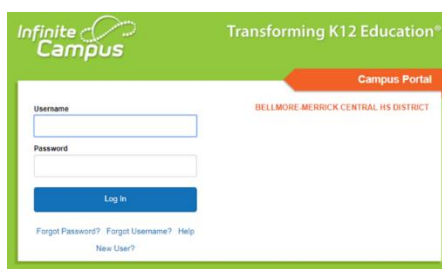
The following includes step-by-step directions:

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*

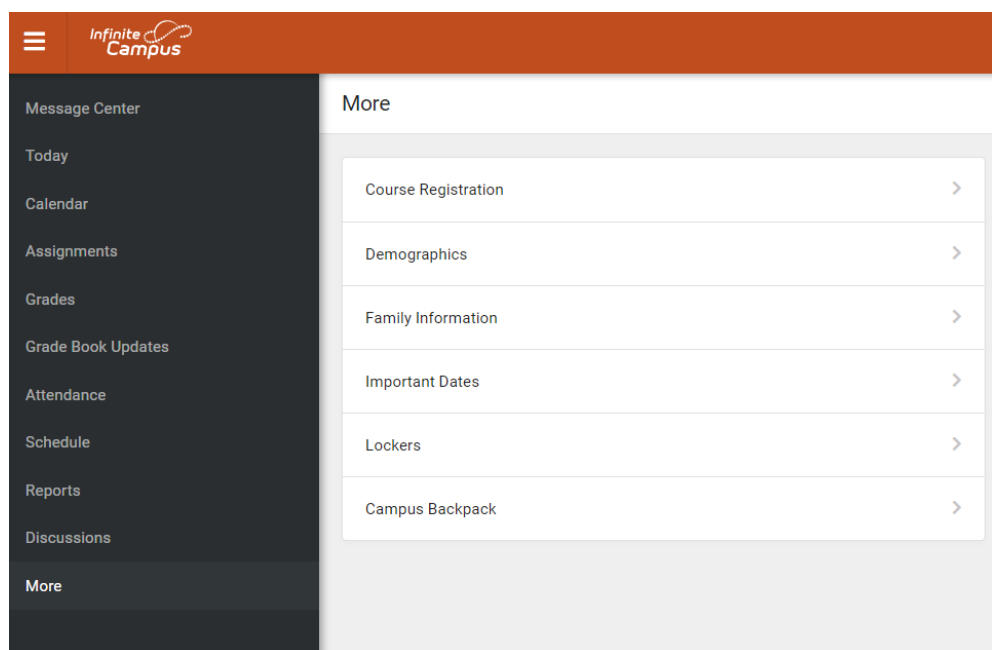
1. Log on to the secure Internet address for the Parent Portal (this link can also be accessed through the **Quick Links** or **Parents/Students** section located on the district website.)

<https://campus.bellmore-merrick.k12.ny.us/campus/portal/bellmore.jsp>

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.

The screenshot shows the Infinite Campus app interface. On the left is a dark sidebar menu with options: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Reports, Discussions, and More. The main content area has a header with a hamburger menu icon and the Infinite Campus logo, followed by a '< Back' button. Below this is the title 'Non-Household Relationships' and a message: 'There are no contacts for this student.' At the bottom of the main area is a white 'Add' button.

The screenshot shows the 'Add Contact' form in the Infinite Campus app. The form fields are: First Name *, Last Name *, Middle Name, Suffix (dropdown), Gender * (dropdown), Cell Phone (format: () - - x), Work Phone (format: () - - x), Other Phone (format: () - - x), Email Address (pre-filled with user@example.com), and Secondary Email Address. At the bottom are 'Add' and 'Cancel' buttons.

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

The screenshot shows the 'Non-Household Relationships' screen with an existing contact. The contact details are: Relationship: Brother, Joe Smith, Emergency Priority 1; Phone: Cell: (999)867-5309; Email: jsmith@aol.com. There is an 'Update' button to the right of the contact details and an 'Add' button below.

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: (empty)
- Suffix: (empty dropdown)
- Gender*: Male (dropdown)
- Cell Phone: (999)867-5309x (empty)
- Work Phone: () - - x (empty)
- Other Phone: () - - x (empty)
- Email Address: jsmith@aol.com
- Secondary Email Address: (empty)

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.