

BELLMORE-MERRICK CENTRAL HIGH SCHOOL DISTRICT ADMINISTRATIVE OFFICES

Dear 7th Grade Families,

At this time, you should have received a letter with your Activation Key to create your Infinite Campus Parent Portal account. In order for you to receive Principal's weekly e-mails and have accurate up to date contact information, we have included the following next steps for you to take when entering your e-mail address and phone numbers.

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

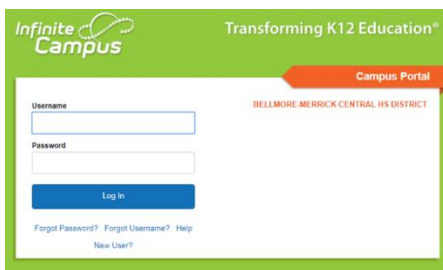
Please follow Steps 1-5 located under the section entitled: Instructions for Accessing the Infinite Campus Parent Portal for the First Time.

Please see the following instructions (steps 1-5) for entering Email Address and Phone Number information through the Parent Portal once your account has been created:

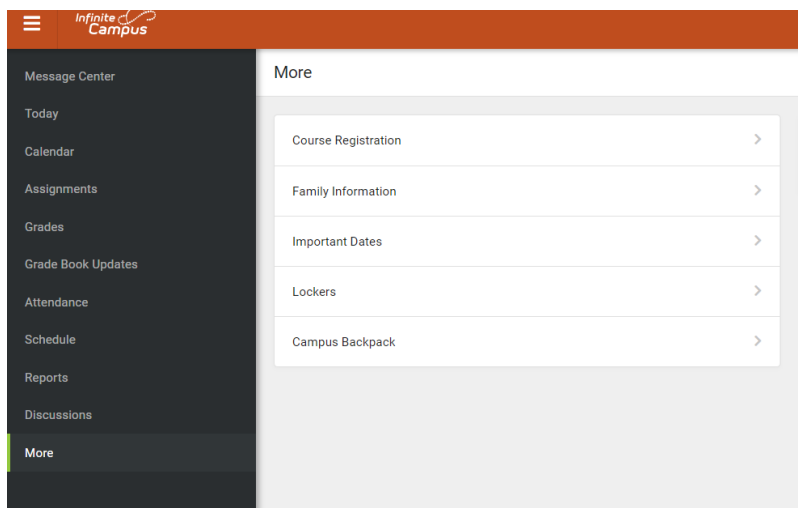
1. Log on to the secure Internet address for the Parent Portal (this link can also be accessed through the **Quick Links** or **Parents/Students** section located on the district website.)

<https://bellmore-merrickny.infinitecampus.org/campus/portal/bellmore.jsp>

2. Enter your Username & Password

The screenshot shows the Infinite Campus login interface. At the top, the logo "Infinite Campus" is on the left, and "Transforming K12 Education™" is on the right. Below the logo, there's a "Campus Portal" tab. The main area contains a login form with fields for "Username" and "Password", a "Log In" button, and links for "Forgot Password?", "Forgot Username?", "Help", and "New User?". The text "BELLMORE-MERRICK CENTRAL HS DISTRICT" is displayed on the right side of the form.

3. Click on the **More** button and then click on the **Family Information** button



4. You will now see all Household Contacts. Please click the **Update** button to update Address and Phone Number info for **ONLY** Parent/Guardian Household members.
- Please Note:** Student email addresses will be provided and uploaded by the district

The screenshot shows the 'Family Information' page in the Infinite Campus system. On the left is a dark sidebar with navigation links: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Reports, Discussions, and More. The main content area has a 'Back' button and a 'Family Information' header. Below this, there are three sections, each for a different household member. Each section has a 'Student Name' or 'Parent Name' field, followed by a 'Contact Information' section with 'Phone' and 'Email' fields, and an 'Update' button. The first section is for a student with 'No data' for both phone and email. The second section is for a parent with 'No data' for phone and 'test121@aol.com' for email. The third section is for another parent with 'No data' for both phone and email.

5. Click the **Update** button when you have completed entering Email Address and Phone Number info

The screenshot shows the 'Update Contact' form for a parent. The sidebar is the same as in the previous screenshot. The main content area has a 'Back' button and a header 'Update Contact: Parent Name'. Below this are input fields for 'Cell Phone', 'Work Phone', and 'Other Phone', each with a dropdown menu for area code and a text field for the number. There are also input fields for 'Email Address' and 'Secondary Email Address', both containing 'user@example.com'. A 'Comments' section with a text area is at the bottom. At the bottom right, there are 'Update' and 'Cancel' buttons. A red arrow points to the 'Update' button.