



ATHLOS LEADERSHIP ACADEMY

Parents/Guardians,

With our new student information system, Infinite Campus, we are able to put the power of updating your student and family information in your hands. Families now have the access to request updates to demographic information (phone numbers, email, addresses, etc.) and request to add, remove or update emergency contacts through their Campus Portal account.

It's as easy as following the steps below to get started.

- **To login:**
 - Visit our school website (www.athlosbrooklynpark.org) and click the "Parent Portal" link at the very top of the page. Login using your username and password. If you don't have an account, you will need to contact the main office to get your activation key and information on how to set up your account.

- **To add, remove or edit emergency contact information:**
 - Click on "Demographics" from the left navigation menu under your student's name.
 - If you have more than one student attending Athlos, you will need to select one student from the "SELECT A STUDENT" drop-down at the top.
 - In the Non-Household Contacts section, click "Update" to update an existing contact, or click "+Add Contact" to add a new emergency contact.
 - Update and submit change request
 - Please note, all changes made in the portal may take 3-5 business days to show accurately in your account.
 - If you have one more than one student attending Athlos, you will need to repeat this process for each student. Simply click, "SELECT A STUDENT" from the drop-down menu and choose the next student.

- **To update home phone number and address**
 - In the "Family" navigation section on the left, click "Household Information".
 - Update and submit change request
 - Please note, all changes made in the portal may take 3-5 business days to show accurately in your account.

- **To update parent/guardian email address and phone numbers**
 - In the "Family" navigation section on the left, click "Family Members".
 - All household members will be listed. Scroll down to the Parent/Guardian of the household. Update and submit change request
 - Please note, all changes made in the portal may take 3-5 business days to show accurately in your account.

Questions? Call 763-777-8942 for assistance.

Best,
Jennifer Geraghty