Staff Demographic changes in Infinite Campus:

From Teacher Instruction view: In the "New Look"

| Instruction | > | Request Demographic Upda | te | | | | | | |
|-----------------------|---------------|---|------------------------|----------------------|--|--|--|--|--|
| Student Information | > | Person Information | Î | | | | | | |
| Attendance Office | . | Read Only (Create an update request to change data) ALL Person Information must be updated on the Identities tab. Parson ID 21008 | | | | | | | |
| Behavior Office | ` | | | | | | | | |
| Census | ` | Communication | Payments | My Data | Settings | | | | |
| Communication | > | Message Center | My Accounts My Cart | My Demographics | Account Settings Password and Security Settings | | | | |
| Employee Self Service | , | Notification History | | My Household/Address | | | | | |
| Fees | • • | | | | | | | | |
| Grading & Standards | > | - | | | | | | | |
| My Account | > . | Reports Access Log | | | | | | | |

My Account>My Demographics—these changes will be pushed and will be approved and processed.

Secretarial and Support Staff View:

| Search Campus Tools | | | | | | | | | | |
|-----------------------|--------------------|---|------------------|---------------|----------------|----------------------|--|--|--|--|
| | | My Demographics | s My Assignments | My Employment | My Credentials | My Household/Address | | | | |
| Employee Self Service | | Request Demog | graphic Update | | | | | | | |
| Help Desk | | | | | | | | | | |
| MHASD | Person Information | | | | | | | | | |
| Student Information | | | | | | | | | | |
| ✓ Census | | ALL Person Information must be updated on the Identities tab. | | | | | | | | |
| My Data | | PersonID | 7814 | | | | | | | |
| iny butu | | *Last Name | *First Name | Middle Name | Suffix | | | | | |

Request Demographic Update, make the email, cell number, or texting option changes and submit—the changes will be processed through and changed in Infinite Campus.