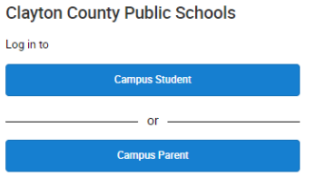
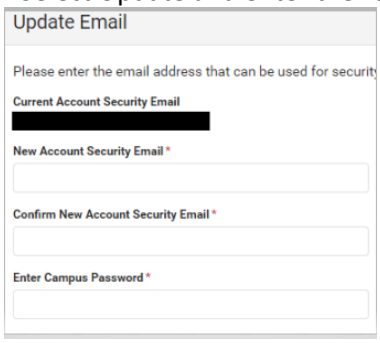
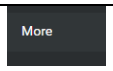
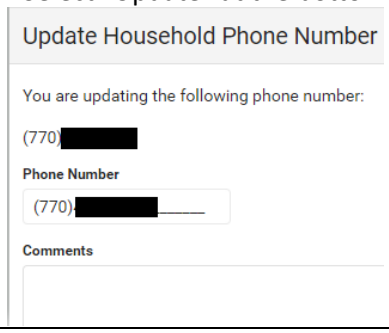
| Clayton County Public School | |
|---|---|
| Process: Updating Parent Portal Information | |
| | Publication Date : 7/27/2021<br>Last Update : 7/27/2021 |

| Step # | Procedure | Steps |
|---|---|---|
| 1. | Log into Parent Portal Account | You may access from the web browser (https://sis.clayton.k12.ga.us/campus/portal/clayton.jsp) or the Infinite Campus app on your phone.<br>  <br> |
| 2. | Update Email | - Select the human icon at the top right<br>- Select Settings in the dropdown<br>- Select Account Settings<br>- Select Update and enter the required information<br>  |
| 3. | Update Phone Number | -Select “More” on the left side of the screen  <br>- Select “Address Information”<br>- Select Update<br>- The Phone Number field is now open for edit<br>- Select “Update” at the bottom once the new number is entered.<br>  |