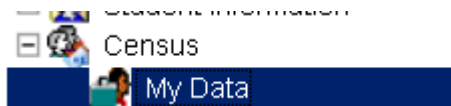


Updating YOUR OWN Demographics, Household, and Assignment Data

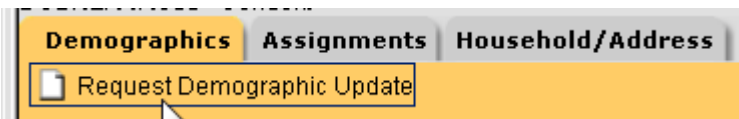
In Infinite Campus

Staff members have the ability to submit a request to update demographics, household, and assignment information right within Infinite Campus.

Expand **Census** and select **MY DATA**.

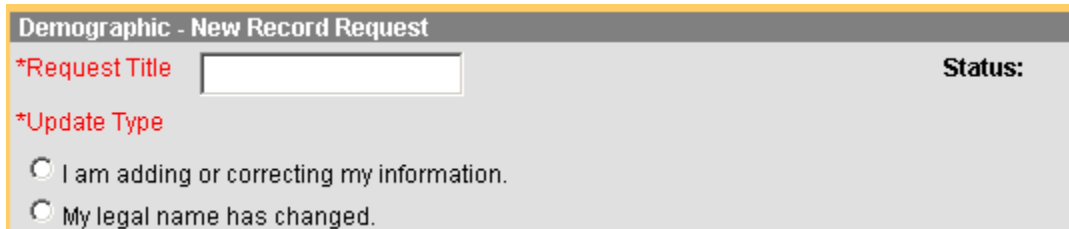


You will see three tabs:



To request an update, click the REQUEST DEMOGRAPHIC (or Assignments or Household/Address) UPDATE link.

Give the request a title. (For example, MY NAME HAS CHANGED) Enter all information required in RED.

A screenshot of the 'Demographic - New Record Request' form. The form has a grey header with the title 'Demographic - New Record Request'. Below the header, there are three red labels: '*Request Title', '*Update Type', and 'Status:'. The '*Request Title' label is followed by a text input field. The '*Update Type' label is followed by two radio button options: 'I am adding or correcting my information.' and 'My legal name has changed.' The 'Status:' label is followed by a text input field.

Click the SAVE REQUEST button.