

Adding Emergency Contacts in Campus Portal

Go to: <http://hilton.k12.ny.us/infinite-campus.htm>

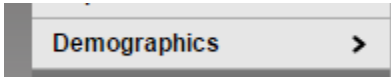
Click the link



Choose your first student using the drop-down in the upper left.



Select Demographics from the left menu.



Select the "Add Contact" link under Non-Household Contacts.



Complete as much information as you can about your Emergency Contact. Fields in **RED** are required.

In the comments field, please indicate the person's street name (so we can match them to anyone already in the system).

For Relationship, please choose "Emergency Contact"

When you are finished, click Send Update.

Add Contact for [Redacted] ✕

* Denotes Required Field

*** First Name:**

*** Last Name:**

Middle Name:

Suffix:

*** Gender:**

Email Address:

Cell Phone:

Secondary Email Address:

Work Phone:

Other Phone:

Contact Order:

*** Relationship between this person and [Redacted]**

Is this person a Legal Guardian to [Redacted]

No

Comments:

Send Update **Cancel**

You will receive this confirmation that the request was sent.

Repeat this for all of your children and add any additional Emergency Contacts.

Request Sent

Your request has been sent. Please note that changes may go through a review process and may not be visible on the portal immediately.

OK