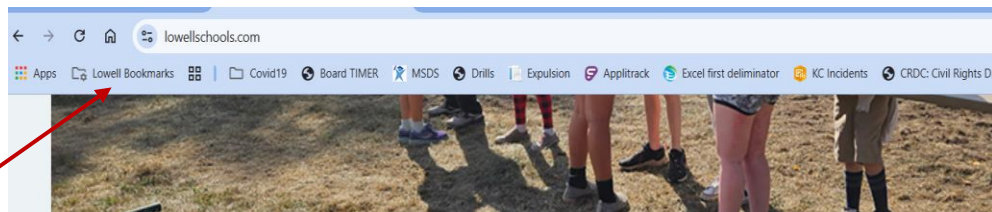


# District Emergency Communication for Staff

Once the district registrar adds your assignment to Infinite Campus you are automatically signed up to receive district emails and texts during an emergency (snow day, power outage, etc).

If you do not receive the notifications or just want to double check that your information is correct – please follow these steps:

**Step #1** - Log into Infinite Campus (located in your Lowell Bookmarks). Your Infinite Campus login is the same as your Google login

A screenshot of the 'Student Information System' login page. The page has a green header bar. Below the header, the title 'Student Information System' is displayed. A red arrow points to a button labeled 'Google SSO for LAS Staff / Students'. Below this button is a horizontal line with the word 'or' in the center. Underneath, there are two fields: 'Username: (Required)' and 'Password: (Required)'. The 'Username' field is a text input box, and the 'Password' field is a password input box with a small eye icon to toggle visibility. The page is framed by a green border on the left and top.

**Step #2** – Under “My Account” choose “My Demographics” and submit any change that you need to make. It will be submitted to Central Office for approval.

