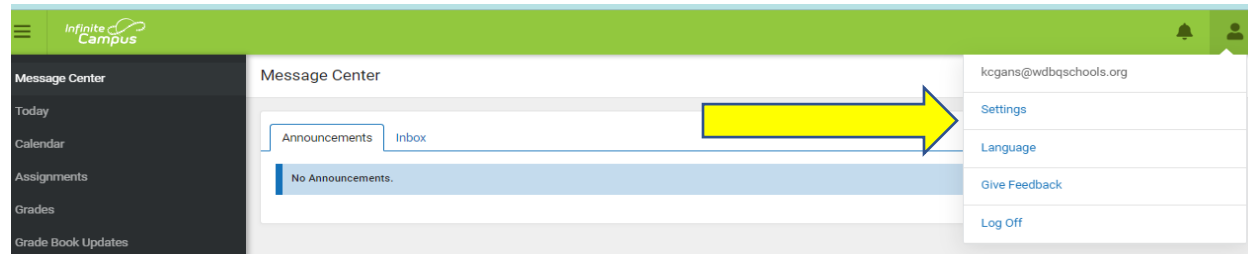


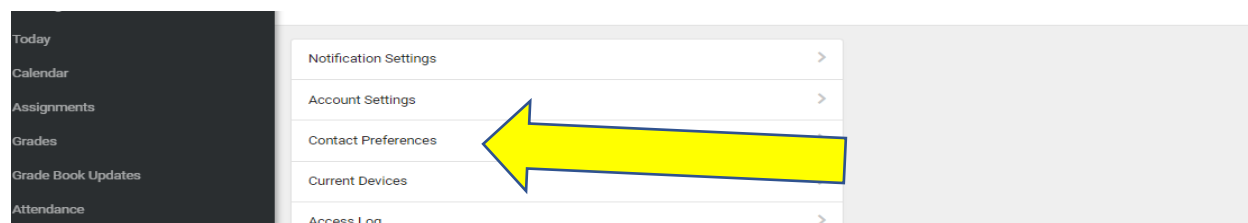
Please follow this sheet to Turn on Campus notifications. This will send you a email to your account email.

First, Please sign into Campus Parent Portal and click on settings.

https://wdbqia.infinitecampus.org/campus/portal/west_dubuque.jsp



Next Click on Contact Preference.



Scroll to the middle of the page and click EMAIL tab.

The screenshot shows the 'Contact Preferences' form. It has sections for 'Cell Phone', 'Work Phone', 'Other Phone', 'Preferred Language' (set to 'US English'), and 'Message Preferences'. The 'Message Preferences' section has a note: 'For each notification type, select how you prefer to receive messages by checking Voice, Text (SMS), or Email. If the Text (SMS) option is enabled, message and data rates may apply. Charges are dependent on your service plan, which may include fees from your carrier to send and receive text messages. To opt out, uncheck the Text (SMS) box at any time.' Below this are two tabs: 'Phone' and 'Email'. A yellow arrow points to the 'Email' tab.

You must be a household member to receive messages.

	VOICE	TEXT (SMS)
GANSEN, KYLE & DANA HOUSEHOLD PHONE (563)451-3385		
Priority	✓	
Attendance	✓	
General	✓	
Behavior Messenger	✓	
Emergency	✓	
Staff		
Food Service	✓	
CELL PHONE (563)542-1778		
	VOICE	TEXT (SMS)

Please click on the Food Service Box and then press save. You will then be set-up to receive email notifications.

Phone

Email

PRIMARY EMAIL ADDRESS KYLE.GANSEN@WDBQSCHOOLS.ORG	EMAIL
Priority	<input type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>
Teacher	<input checked="" type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>
Emergency	<input type="checkbox"/>
Staff	<input type="checkbox"/>
Food Service	<input checked="" type="checkbox"/>

Save