

## Update Student Pick up Person via Infinite Campus Parent Portal

1

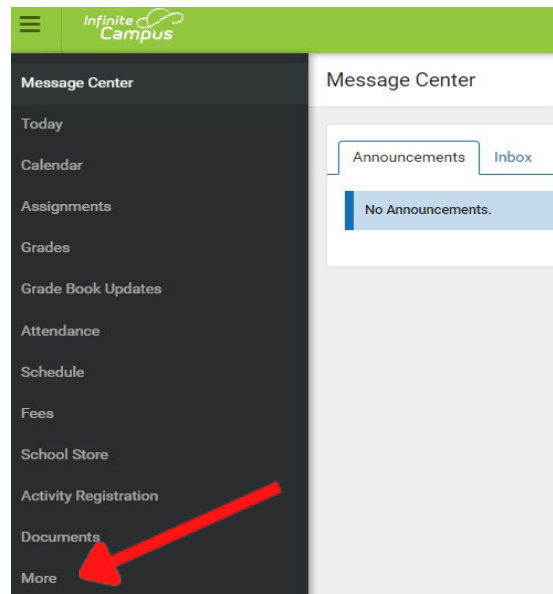
Login to the Infinite Campus Parent Portal:

<https://eduprizeaz.infinitecampus.org/campus/portal/parents/eduprize.jsp>

- If you do not have a Parent Portal Account, email your first & last name to:
  - Gilbert campus: [gilbertenrollment@eduprizeschools.net](mailto:gilbertenrollment@eduprizeschools.net)
  - Queen Creek campus: [qcenrollment@eduprizeschools.net](mailto:qcenrollment@eduprizeschools.net)
- If you forgot your Parent Portal username or password, email your first & last name to:
  - Gilbert campus: [icsupport@eduprizeschools.net](mailto:icsupport@eduprizeschools.net)
  - Queen Creek campus: [dolores.martinez@eduprizeschools.net](mailto:dolores.martinez@eduprizeschools.net)

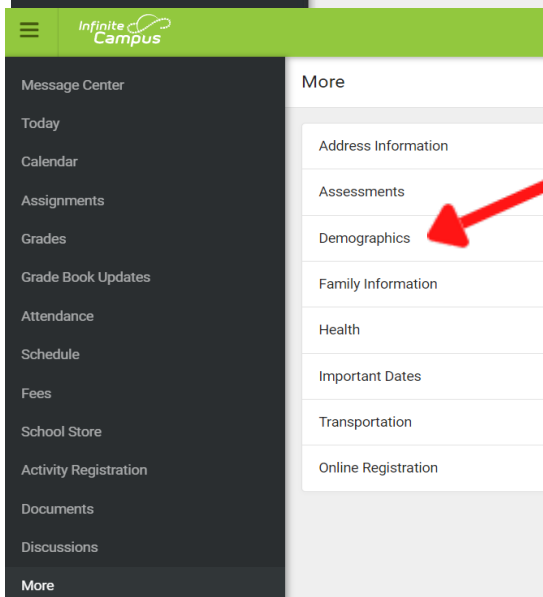
2

Click the "More" link on the bottom left:

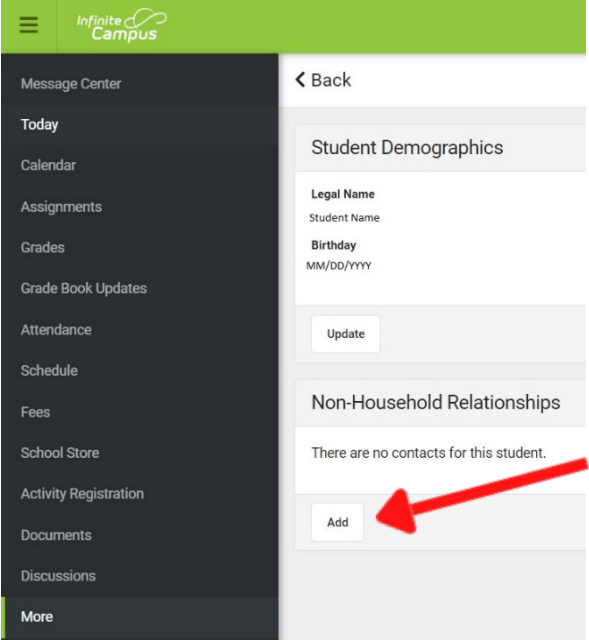


3

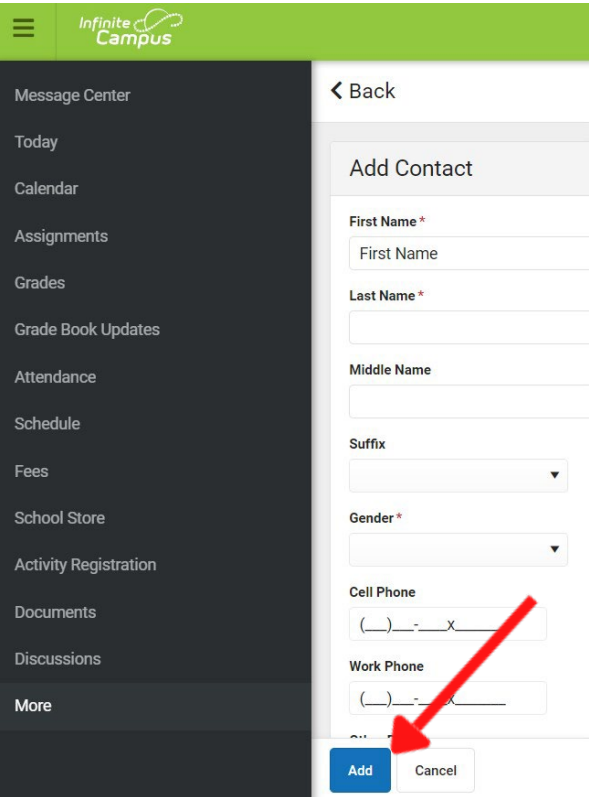
Click the "Demographics" link on the bottom in the center:



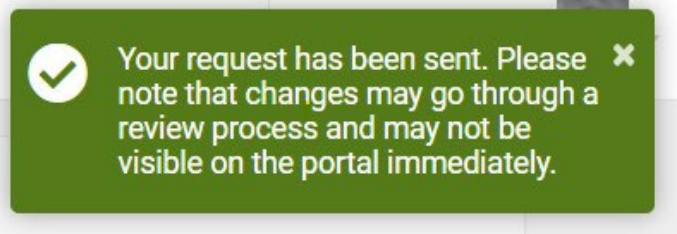
4 Click the "Add" under Non-Household Relationships.



5 Enter contact information then click "Add".



6 To the right you can see this message



7 You will see the new contact in the portal as soon as it is approved