



Instructions for Annual Update Elizabethtown Independent Schools



Thank you for completing the annual update. This will give every family the opportunity to make sure that the contact information for parents and emergency contacts in Infinite Campus is up to date. This process will also take the place of several annual forms that are sent home yearly.

Notes:

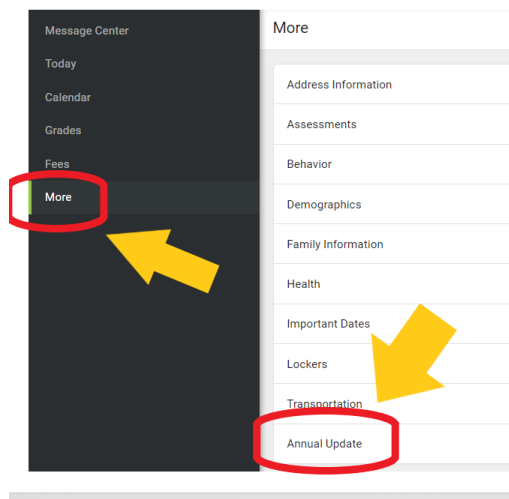
- *You must use the Parent Portal to complete the Annual Update (instead of the Student Portal)
- *It is not recommended to use a mobile device to complete the Annual Update. Although the Annual Update will work with a mobile device, it may be hard to navigate.
- *If you need access to an electronic device to complete the Annual Update, please stop by your child’s school and they will have a kiosk where you can complete the update at school
- *If you do not have a parent portal account or have forgotten your user name or password, please email parent.portal@etown.kyschools.us or call your child’s school.

Steps:

1. Navigate to the Elizabethtown Independent School website – www.etown.kyschools.us
2. Under Parents/Students, select **Infinite Campus Parent/Student Portal**



3. Read the Acceptable Use Policy and click on **I Agree.**
4. Click on **Campus Parent**
5. Using your user account, login to Campus Parent
6. On the left side of the screen, click **More**
7. Then click on **Annual Update.**



8. Click on **Click here to go to Existing Student Registration**

Online Registration

Please select from the following:
Register student(s) who are currently enrolled in this district. | or | Register student(s) who have never been enrolled in this district.

[Click here to go to Existing Student Registration](#) [Click here to go to New Student Registration](#)

9. You will see a screen with your school-aged children. Click on **Begin Registration**
10. All information with a **red asterisk (*)** is required. Be sure to click on each section of the application. At the end, you will have the option to print your registration.
11. To finish, click **Submit** and you are done.

If there was information you wanted to edit that the registration system wouldn't allow you to edit, please log back in to Parent Portal, click on **More**, and then on **Address Information, Demographics, or Family Information** and request an Update of the appropriate information.

If you have any problems or questions in completing the Annual Update, please call your child's school for assistance. Thank you again for completing your Annual Update.