

Adding an Address in Infinite Campus

Accessing the Form in Infinite Campus

The request form is **NOT** available in Infinite Campus.

Address Request Form

TIP: Save the blank form on your desktop so you can reuse it at any time.

- Users are not allowed to add new addresses to Infinite Campus. Follow the guidelines below to have an address added.
- Once the address form is completed and emailed to the Hotline, the address will be added and attached to the designated household.
- Complete the steps to assemble a household (exclude the address section *if* the address does not exist in IC).
- You will need to record the Person ID and Student ID to complete the form request.

Access this form from the **Infinite Campus Video Training and Documentation** site at under the **Household** section:

<http://techtraining.dpsk12.org/ic/enrollment/enrollment.htm>

Or

The **Data Quality Management** site at <http://dqmt.dpsk12.org/default.htm>.

Completing the Address Request Form

Person-ID#	Last-Name	First-Name	Middle-Name

Email to the Hotline at DoTS_Hotline@dpsk12.org

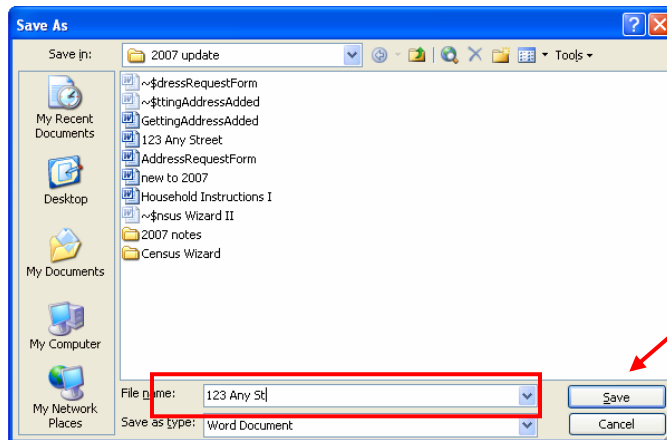
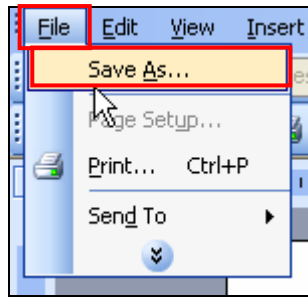
Once the Household has been assembled in Infinite Campus, use the **Address Request Form** to request the *new* address be entered into **Infinite Campus**.

1. Using the Tab key, navigate through the form to complete each field of data.



Selecting the email link on the bottom of the form will open outlook but ***will not*** automatically attach the form to the email.

Saving the Form



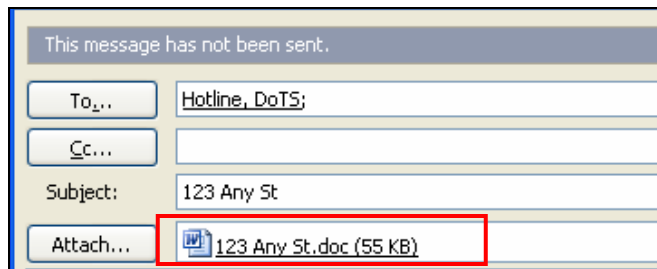
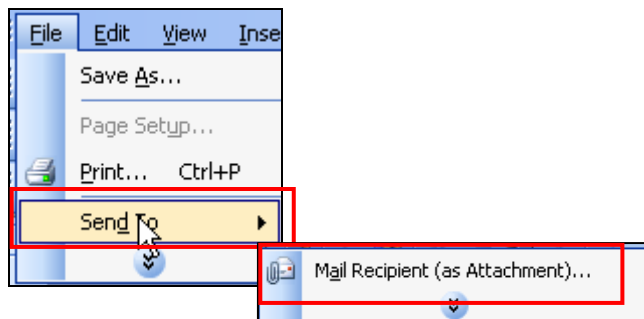
From the top **Menu Bar**, Select **File**.

1. Select **Save As...**

2. In the **File name** field, type in the address you are requesting.

3. Select **Save**.

Emailing the Form



From the top **Menu Bar**, Select **File**

1. Select **Send To**

2. Select **Mail Recipient (as Attachment)...**

3. The subject line will populate with the address request

4. **Email** the form to:

DoTS_Hotline@dpsk12.org.

- Once the Hotline has received the form, the address will be added to Infinite Campus and attached to the household designated on the form.

- A notification email will be sent back to the requestor when the address has been added.

- Fill out one form per address request.