

Infinite  
Campus

## HOW TO COMPLETE YOUR

# ANNUAL STUDENT UPDATE

It's time to complete your Annual Student Update in Infinite Campus Parent Portal. See instructions below and screenshots on reverse.

***An Annual Update is required for each student in order to receive an RCPS laptop or iPad and to access online instructional programs for the 24-25 school year.***

1. Log in to Parent Portal (go to [www.rockdaleschools.org/infinitecampus](http://www.rockdaleschools.org/infinitecampus) or see QR code above).
2. Click on the 3 lines in the top left corner.
3. Click "More" at the bottom of the list.
4. Click "Annual Updates and Registration."
5. Choose "24-25 School Year Annual Update" (if you see COMPLETE under STATUS, you have already completed your Annual Update. You do not need to resubmit unless you are making an address change or other update to your child's record.)
6. Click "Start" and then "Begin Registration."
7. Review each page and tab for ALL STUDENTS in your household.
8. When you are finished, click "SUBMIT."
9. Be sure you see "Thank you for completing Online Registration for Rockdale County Public Schools!" on the following screen - this means you're finished!

### USE THIS PROCESS TO UPDATE YOUR:

**Address    Phone Numbers    Emergency Contacts    Student Health Info**

Contact RCPS Student Registration or your child's school if you have questions or need assistance.



770-918-6185



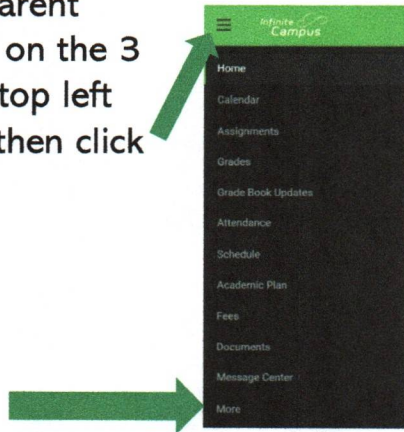
RCPS Student Registration  
[rockdaleschools.org/registration](http://rockdaleschools.org/registration)



960 Pine Street

Follow these steps to complete your 24-25 Annual Update in RCPS Infinite Campus Parent Portal. This is required at the beginning of each school year to access RCPS devices and instructional programs online. An Annual Update is also required to update your address, phone number, emergency contacts, student health information, or other demographic information.

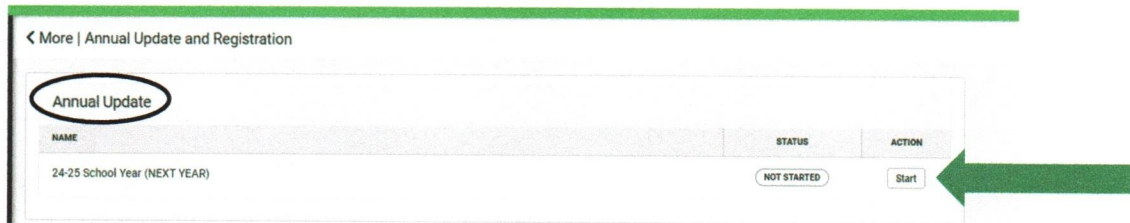
**Step 1:** In Parent Portal, click on the 3 lines in the top left corner and then click More.



**Step 2:** Click Annual Updates and Registration.



**Step 3:** Next to "24-25 School Year (NEXT YEAR)," click Start.



**Step 4:** Click "Begin Registration." If all the names of your currently enrolled students do not appear, please contact Student Registration.



**Step 5:** Review the information for *each* student in your household making any updates necessary.

*NOTE: Names cannot be changed in an Annual Update. Please contact Student Registration if the name of a student or parent/guardian in your application is incorrect.*

**Step 6:** Click the red SUBMIT button. Wait for the "Thank you for completing Online Registration for RCPS!" message. This means you're finished!

