

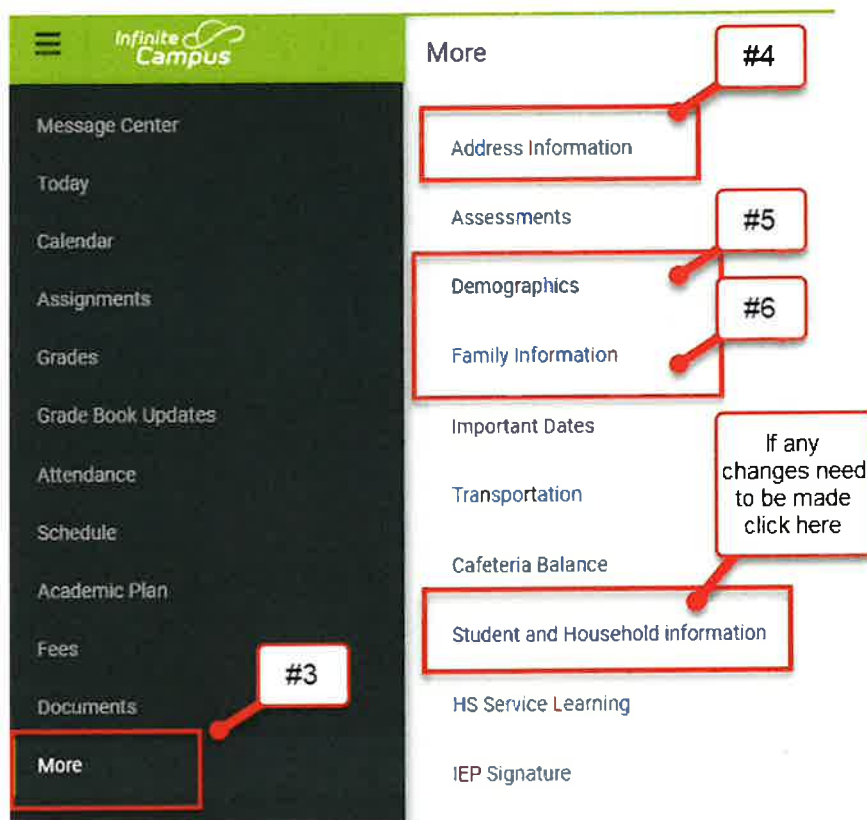
## Updating your Child's Census Information via Infinite Campus Parent Portal:

**Step 1.** Go to <https://www.hallco.org/web/ic-portal-users/>



**Step 2.** Log into Parent Portal. *\*\*If you do not have a Parent Portal account, you can create an account by clicking on 'New IC Users Click Here' on the link above*

**Step 3.** Click on 'More'



**Step 4.** Click on 'Address Information' and verify that the information is correct

**Step 5.** Repeat Step 4 for 'Demographics' and 'Family Information'

If any changes need to be made:

- Click on 'More' on the left side of the screen
- Click on 'Student and Household Information'
- Depending on your application status, you will need to click 'Start', 'Continue' or 'Start Another'
- Click on 'Begin Registration' and follow the prompts
- You may now change information on the application. *Note: Some information is not available to change through portal. You will need to contact your child's school to have them change that information*
- If you do not have any changes, please check the check box under the 'Yearly Census Verification' section
- Click 'Submit' when completed. **Please submit the application whether you have made any changes or not.**

**You will be required to upload any supporting documents and your photo ID.**

***\*If you are having any issues please contact your child's school\****