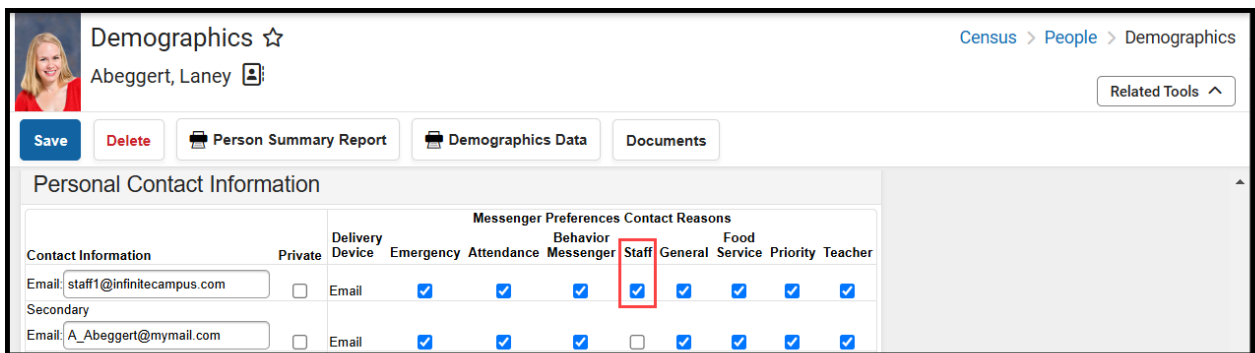


Staff Contact Preference - 2507

Last Modified on 01/20/2025 3:32 pm CST

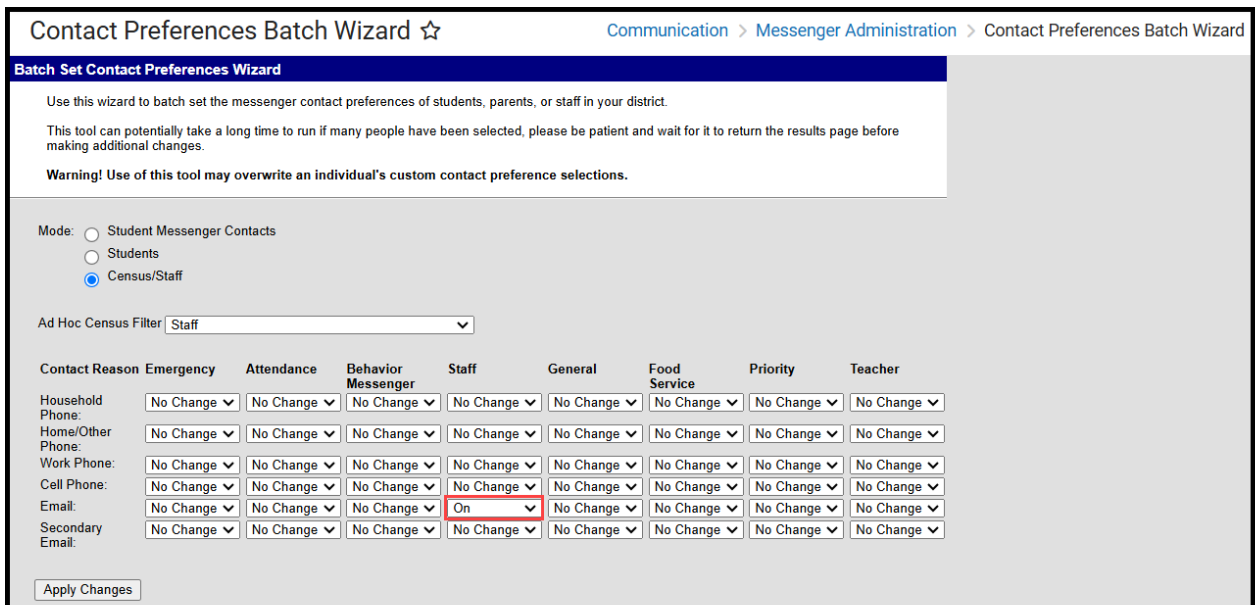
In Campus.2507, the Schedule Messenger and Special Ed Process Alert tools will begin to use the Staff contact preference on the Demographics page instead of General and Teacher, respectively. When the message preview is generated, the Schedule Message tool only includes emails in the recipient list that are checked with the Staff contact preference. When a Special Ed Alert email is generated, the staff members eligible to receive a message will only be contacted at the email checked with the Staff contact preference.

The Staff contact checkbox is on the *Census > People > Demographics* page in the Personal Contact Information card.



Contact Information	Private	Delivery Device	Emergency	Attendance	Behavior Messenger	Staff	General	Food Service	Priority	Teacher
Email: staff1@infinitecampus.com	<input type="checkbox"/>	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Secondary Email: A_Abeggert@mymail.com	<input type="checkbox"/>	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The Staff checkbox can be checked en masse using the Contact Preferences Batch Wizard under *Communication > Messenger Administration > Contact Preferences Batch Wizard*, using a staff ad hoc filter.



Contact Preferences Batch Wizard

Use this wizard to batch set the messenger contact preferences of students, parents, or staff in your district.

This tool can potentially take a long time to run if many people have been selected, please be patient and wait for it to return the results page before making additional changes.

Warning! Use of this tool may overwrite an individual's custom contact preference selections.

Mode: ☐ Student Messenger Contacts
☐ Students
☒ Census/Staff

Ad Hoc Census Filter:

Contact Reason	Emergency	Attendance	Behavior Messenger	Staff	General	Food Service	Priority	Teacher
Household Phone:	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change
Home/Other Phone:	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change
Work Phone:	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change
Cell Phone:	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change
Email:	No Change	No Change	No Change	On	No Change	No Change	No Change	No Change
Secondary Email:	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change

Development teams will explore incorporating the Staff checkbox into Messenger 2.0 in future development.

