

# Instructions to Email WSD Staff through Infinite Campus

1. Log in to your Infinite Campus Parent Portal Account.
2. Click on **Schedule**.
3. Click on the class.

The screenshot shows the Infinite Campus Parent Portal interface. The left sidebar contains a navigation menu with 'Schedule' highlighted by a yellow circle with the number '2'. The main content area displays the 'Schedule' page for 'Term 2nd MP (11/04 - 01/24)'. A class entry for 'Lunch 12 Day 3' is highlighted with a yellow circle with the number '3'. The class details include the teacher 'Andrzejewski, Thomas M' and the room 'Rm: Upper Cafe'.

4. Click on the email address for the teacher or school counselor to send them an email.

The screenshot shows the Infinite Campus Parent Portal interface. The left sidebar contains a navigation menu. The main content area displays the 'Lunch 12 Day 3' class details page. The 'Teacher Information' section shows the email address 'Tandrzejewski@wsdweb.org' highlighted with a yellow circle containing the number '4'. Two red arrows point from the circle to the email address and the counselor's email address 'fglover@wsdweb.org'.