

First Time Account Creation

1. On the Login page, expand the **Help** option. Options for forgetting your password or other login problems display.
2. Select the **If you have been assigned a Campus Portal Activation Key, click here** option. An Activating your Campus Portal Account screen displays.

Infinite Campus Transforming K12 Education®

Campus Portal

District 0513

Username

Password

Sign In >>

HELP ^

[Forgot your password?](#) | [Problems logging in?](#)

If you have been assigned a Campus Portal Activation Key, [click here](#)

If you do not have an Activation Key, [click here](#)

[Tell me more!](#)

District Notices

2011-09-06

Infinite Campus & Parent Portal will not be available during this time frame:

starting Saturday, **September 10 at 12:00 a.m.**

and ending on **Sunday, September 11 at 11:59 p.m.**

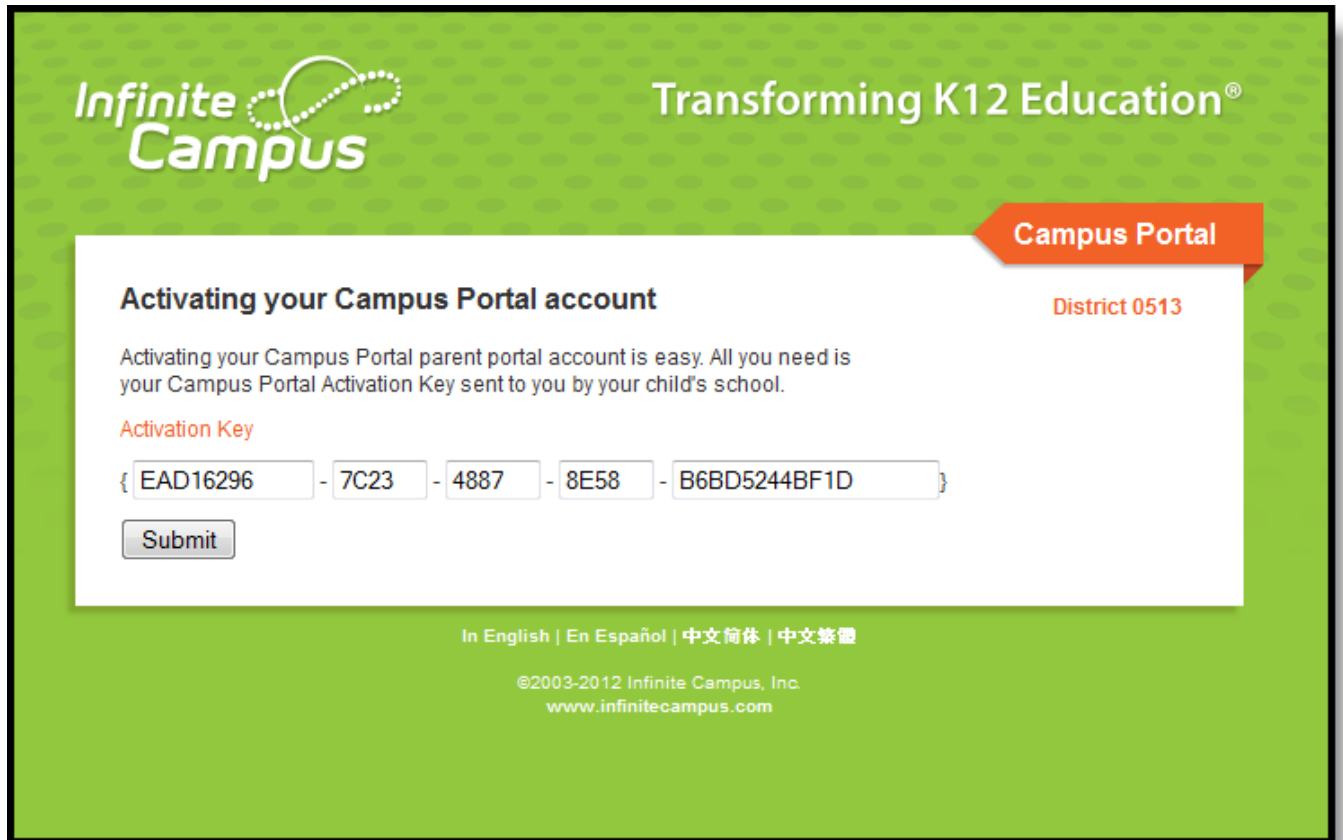
In English | En Español | 中文简体 | 中文繁體

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Image 7: Portal Login

Activation Key Entry

1. Enter the **Activation Key** the district has assigned to you. Once the Activation Key has been used to create an account, it cannot be used again.
2. Click the **Submit** button. The Activation Key will be verified, and when approved, a screen will prompt the user to create a username and password.



The screenshot shows the Infinite Campus website interface for activating a Campus Portal account. The background is green with a pattern of small white dots. In the top left is the Infinite Campus logo, and in the top right is the text "Transforming K12 Education®". A red banner in the top right corner says "Campus Portal". The main content area is a white box with the title "Activating your Campus Portal account" and the text "Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school." Below this, the label "Activation Key" is followed by a series of input fields containing the key: { EAD16296 - 7C23 - 4887 - 8E58 - B6BD5244BF1D }. A "Submit" button is located below the key fields. At the bottom of the white box, there is a link for "District 0513". At the bottom of the green background, there are links for "In English | En Español | 中文简体 | 中文繁體" and copyright information: "©2003-2012 Infinite Campus, Inc. www.infinitecampus.com".

Infinite Campus Transforming K12 Education®

Campus Portal

Activating your Campus Portal account

District 0513

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school.

Activation Key

{ EAD16296 - 7C23 - 4887 - 8E58 - B6BD5244BF1D }

Submit

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Image 8: Activation Screen



Transforming K12 Education®

Campus Portal

Campus Portal account creation successful!

District 0513

Welcome **Camilla New Parent**, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

Username

camilla0513

Password

●●●●●●●●

100%

Verify Password

●●●●●●●●

Create Account

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Image 9: Successful Account Creation

Username and Password Creation

1. Enter a **Username**. Use an alphanumeric (both letters and numbers) username.
2. Enter a **Password**. Use an alphanumeric password. Passwords should be at least 6 characters and considered a strong password.

Complex, tricky passwords are not always strong passwords and can be difficult to remember. For example, TheBr0wnC@t is a stronger password than !@#\$\$%&() because TheBr0wnC@t uses a combination of character types and is long, whereas !@#\$\$%&() uses only symbols and is short. A computer program can crack !@#\$\$%&() easier than it can crack TheBr0wnC@t.

When creating a password, consider the following:

- **Content** - Use a short two or three word sentence as your password.
- **Length** - Make your passwords long (8-10 characters is usually sufficient).

- **Combination** - Include letters, punctuation, symbols and numbers.
 - **Uniqueness** - Do not use your username or words found in the dictionary.
3. Re-enter the password in the **Verify Password** field.
 4. Click the **Create Account** button.

This action will create the username and password. The username and password will be verified, and upon approval, the portal account will be created. Use *Click Here* link on the account creation page to enter the username and password to access the Portal information.

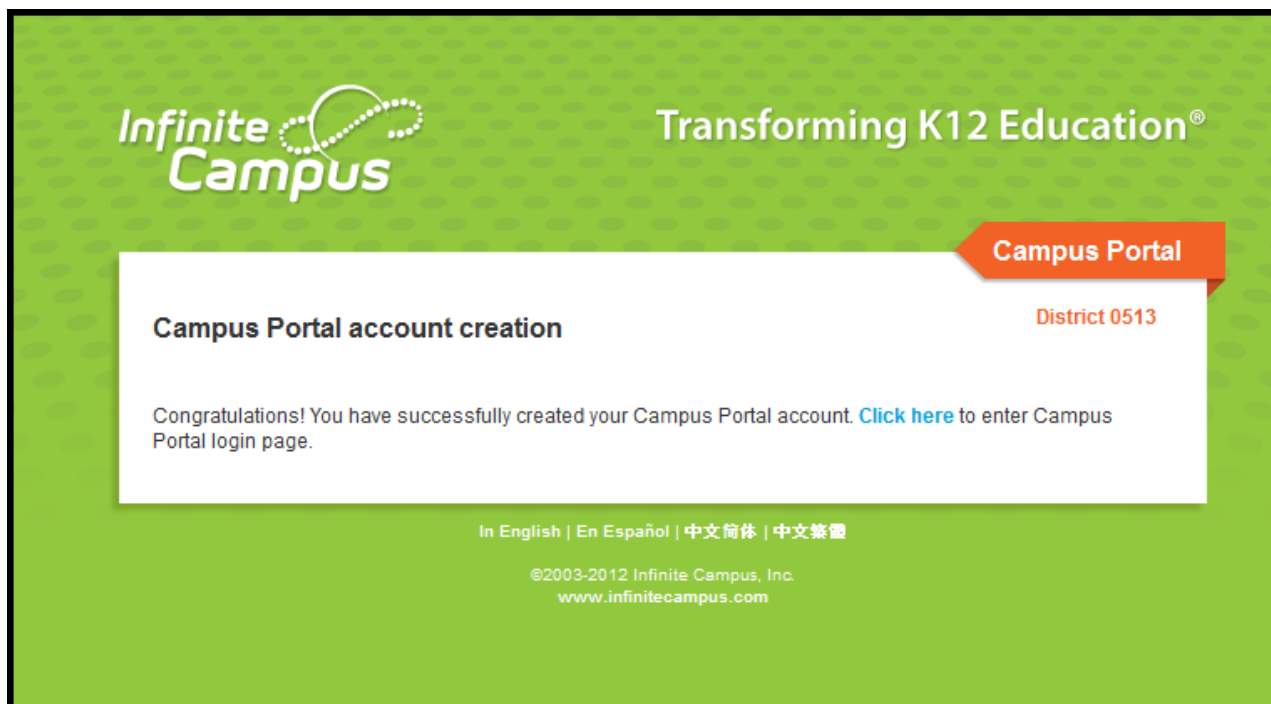


Image 10: Portal Account Created

Select the blue link Click here to enter Campus Portal.

Updating Family Member Information

Depending on district settings, parents may have the opportunity to review and request changes to Family Member data. Parents can request changes to the following fields:

- Contact information, including:
- First Name, Middle Name, Last Name, Suffix and Gender (for non-students only)
- Cell Phone
- Work Phone
- Other Phone
- Email Address
- Relationships
- Type of relationship
- Contact Order
- Legal Guardian Relationship

The screenshot shows the 'Campus Portal' interface. On the left is a navigation menu with options: Family, Messages, Household Information, Family Members, Calendar, To Do List, User Account, Account Management, Contact Preferences, and Access Log. The main content area is titled 'Family Members' and shows 'Household: PORTAL HOUSEHOLD'. Under 'Christina Student', there are fields for Cell Phone, Work Phone, Other Phone, and Email, each with an 'Update' button. The 'Work Phone' button is highlighted with a red box. Below this is a table titled 'Christina's Relationships' with columns: Name, Relationship with Christina, Contact Order, and Guardian. The table lists five relationships: Angelica Sister, Michael Father, Claudia Mother, Hannah S.H. Sister, and Jung Gramma. Each row has an 'Update' button, which are all highlighted with a red box. Below the table is a section for 'Michael Father' with fields for Cell Phone, Work Phone, Other Phone, and Email, each with an 'Update' button.

Name	Relationship with Christina	Contact Order	Guardian
Angelica Sister	Sister - Sister		No
Michael Father	Father - Daughter		Yes
Claudia Mother	Mother - Daughter		Yes
Hannah S.H. Sister	Sister - Sister		No
Jung Gramma	Grandparent - Grandchild		No

Image 1: Update Options for Family Members

Requests to change census data will be reviewed by district personnel and approved accordingly. There may be a short lag time between the time the request for change was submitted and when changes are reflected.

Updating Contact Information

1. Select the appropriate family member for which to request a change in information.
2. Click the **Update** button below the **Work Phone** field. A pop-up window will appear.
3. Enter the updated contact information. For phone numbers, enter the 10-digit number (i.e., area code plus number); for email addresses, enter the full email address (i.e., name@internetprovider.com). For name changes (last, first, middle), only alphabetic letters, numbers, periods, hyphens and apostrophes are allowed.
4. Enter any **Comments** related to the requested information. These comments are seen by the staff person processing the request.
5. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
6. Click **OK** to return to the Family view.

The screenshot shows a web application interface for managing family members. A sidebar on the left contains navigation links: 'es', 'old Information', 'embers', 's', 'vice', 'ount', 'Management', 'Preferences', and 'og'. The main content area is titled 'Family Members' and 'Household: PORTAL HOUSEHOLD'. It displays 'Christina Student' with fields for 'Cell Phone', 'Work Phone', 'Other Phone', and 'Email', each with an 'Update' button. Below this is a list of 'Christina's Relations' including 'Angelica Sister', 'Michael Father', 'Claudia Mother', 'Hannah S.H. Sister', and 'Jung Gramma'. A pop-up window titled 'Update Contact - Angelica Sister' is open, containing fields for 'First Name' (Angelica), 'Last Name' (Sister), 'Middle Name', 'Suffix', 'Gender' (Female), 'Email Address', 'Cell Phone' (555 117 2544), 'Work Phone', 'Other Phone', and a 'Comments' text area. At the bottom of the pop-up are 'Send Update' and 'Cancel' buttons. Below the pop-up, there is a section for 'Angelica's Relationships' with a table showing her relationship with Christina Student as 'Sister - Sister' and her status as 'No' Guardian, with an 'Update' button.

Name	Relationship with Angelica	Contact Order	Guardian
Christina Student	Sister - Sister		No

Image 2: Update Contact Information

Updating Relationship Information

1. Select the appropriate relationship to request a change in information.
2. Click the **Update** button to the right of the person's name. A pop-up window will appear.
3. Select the Relationship between the person's information that is currently being viewed and the chosen person. This is a required field.
4. Enter the **Contact Order** for this relationship.
5. Select whether the relationship is a **Legal Guardian Relationship**.
6. Enter any **Comments** related to the requested change in information. These comments are seen by the staff person processing the request.
7. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
8. Click **OK** to return to the Family view.

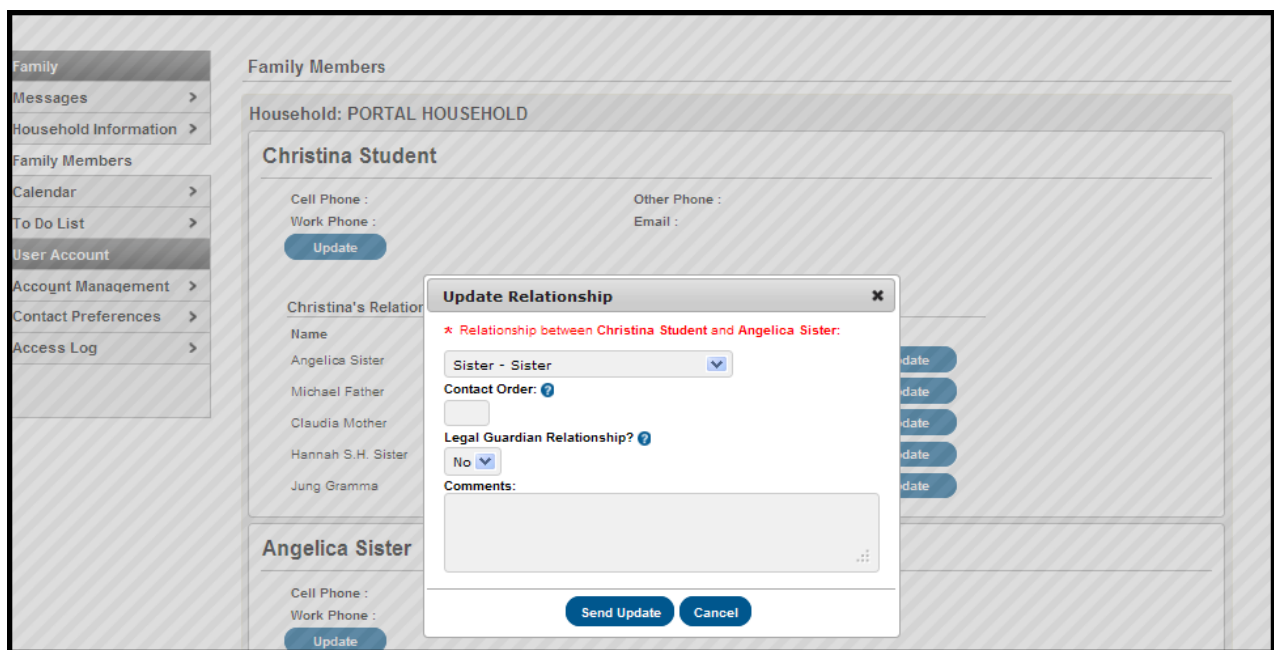


Image 3: Update Relationship Information