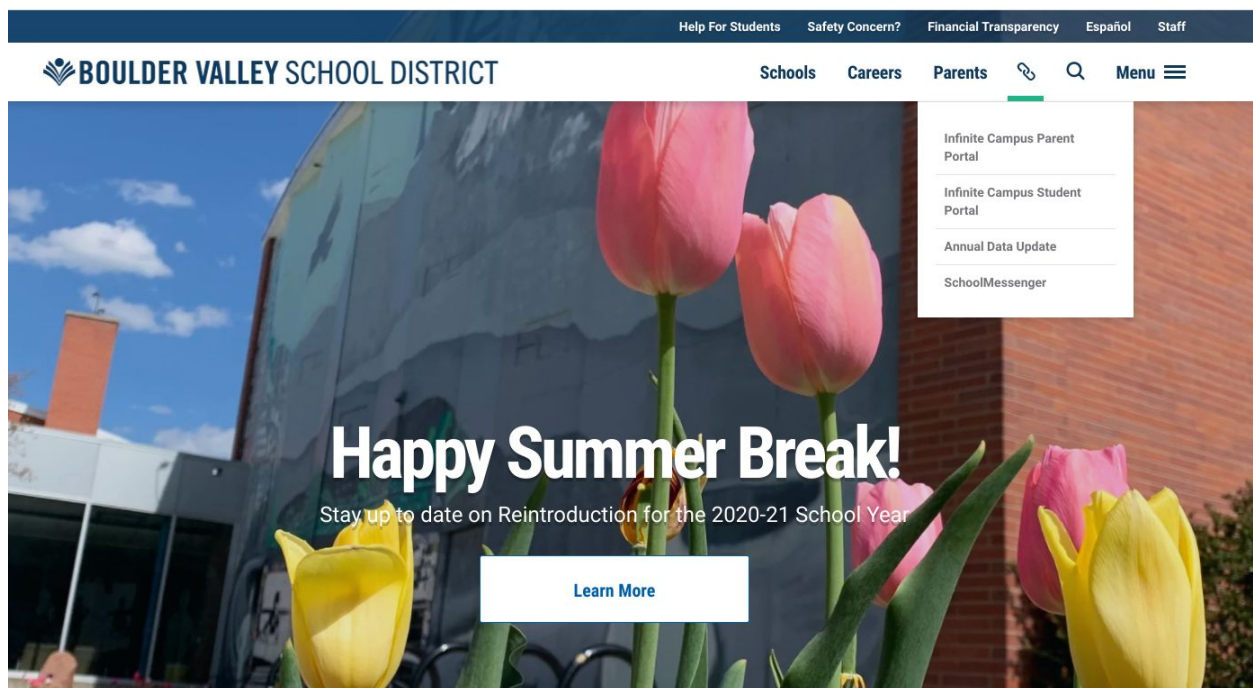


INSTRUCTIONS ON HOW TO FILL OUT A FREE AND REDUCED-PRICE APPLICATION ONLINE

We are pleased and excited to announce online access to your student(s) academic information. Using this new tool, you'll be able to view schedules, grades, attendance, food service balances, Free and Reduced-price online application and more. To access this resource you will need a computer with access to the internet. Then follow these easy steps:

1. Visit the Boulder Valley School District website. <http://www.bvsvd.org>
2. Find "Infinite Campus Parent Portal" in the link dropdown on the main page. Click there.



3. If you already have an account set up, please sign in and skip to step 6.

4. If you have not created an Infinite Campus Portal account, please follow the directions below.

If you have created a Portal account, but do not remember your username or password, please skip to step 5.

If you have created a Portal account and are ready to log in, please skip to step 6.

Click on HELP and pick one of the following choices:

- If you do not have an Activation Key, contact your child(ren)'s school. You should have received an email recently with an Infinite Campus Portal Activation Key and instructions. The subject line of the email would have been "Message from BVSD - your access to Infinite Campus Parent Portal" and the sender email address was ic.messenger@bvsvd.org.
- If you have not received a key by email, please contact your student's school.
- **NOTE: You must have an activation key number before you can create a Campus Portal account.**
- Once you have been assigned an Infinite Campus Portal Activation Key, enter it in the box.

- Once you have been assigned an Infinite Campus Portal Activation Key, enter it in the box.

Forgot your password? | Forgot your username? | 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!

Activation Key

Submit

HELP

The image shows a login form with a 'Submit' button and a 'HELP' button. A red circle highlights the 'HELP' button, and a red arrow points from it to the 'click here' link in the text 'If you have been assigned a Campus Portal Activation Key, click here'. Another red arrow points from the 'click here' link to the 'Activation Key' input field.

5. If you already have an account but forgot your username or password, please follow the directions below. If you already have an account and are ready to log in, please skip to step 6.

Username

Password

Sign In >>

District Announcements

2016-05-09

Parents Only (not students or employees): To create your IC Portal account, you need an Activation Key. If you have not received a key by email, contact your student's school. When you create your account, we recommend that you enable the password reset feature for which you will be prompted to select 8 pictures for "Likes" and 8 pictures for "Dislikes". You must select 16 pictures in total in order to save security preferences.

If you already have an account and have forgotten your password, click the red **HELP** button above and click on "Forgot your password?". You can reset the password yourself only if you have enabled the password reset feature. Otherwise you need to contact the school to get your password reset by a school administrator.

Students and Employees (not parents): To reset your password, you must go to Password Manager: [bvwd.org](#) > Quick Links > Password Manager > Reset Password.

Infinite Campus Mobile App: District ID is **BVSDCO**. The Mobile App is available only for parents and students, not for employees. The App does not automatically update when it is opened. You must press the refresh button to update it.

Oprimos aquí para ver este mensaje en Español

in English | En Español | 中文 | 中文

©2016 Infinite Campus, Inc. [www.infinitecampus.com](#)

The image shows the login page with a blue arrow pointing to the 'Sign In >>' button. The 'HELP' button is also visible in the top right corner.

- If you already have an account but forgot your password click HELP and click "Forgot your password?" Enter your username and the system will send you your password via email.

Username

Password

Sign In >>

HELP

Forgot your password? | Forgot your username? | 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 Announcements

2016-05-09

Parents Only (not students or employees): To create your IC Portal account, you need an Activation Key. If you have not received a key by email, contact your student's school. When you create your account, we recommend that you enable the password reset feature for which you will be prompted to select 8 pictures for "Likes" and 8 pictures for "Dislikes". You must select 16 pictures in total in order to save security preferences.

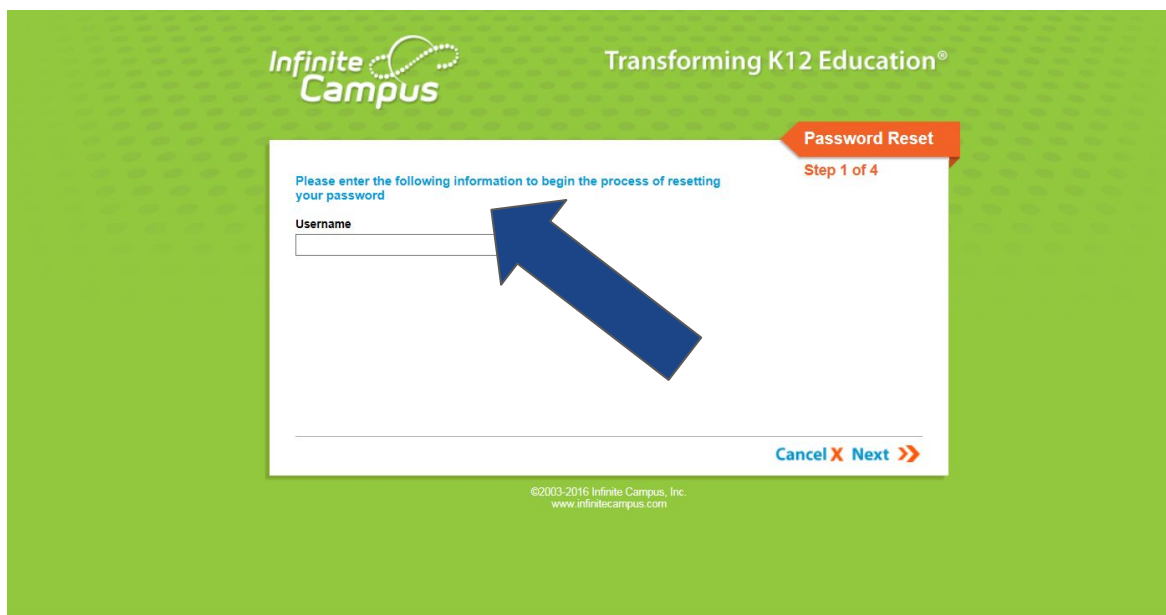
If you already have an account and have forgotten your password, click the red **HELP** button above and click on "Forgot your password?". You can reset the password yourself only if you have enabled the password reset feature. Otherwise you need to contact the school to get your password reset by a school administrator.

Students and Employees (not parents): To reset your password, you must go to Password Manager: [bvwd.org](#) > Quick Links > Password Manager > Reset Password.

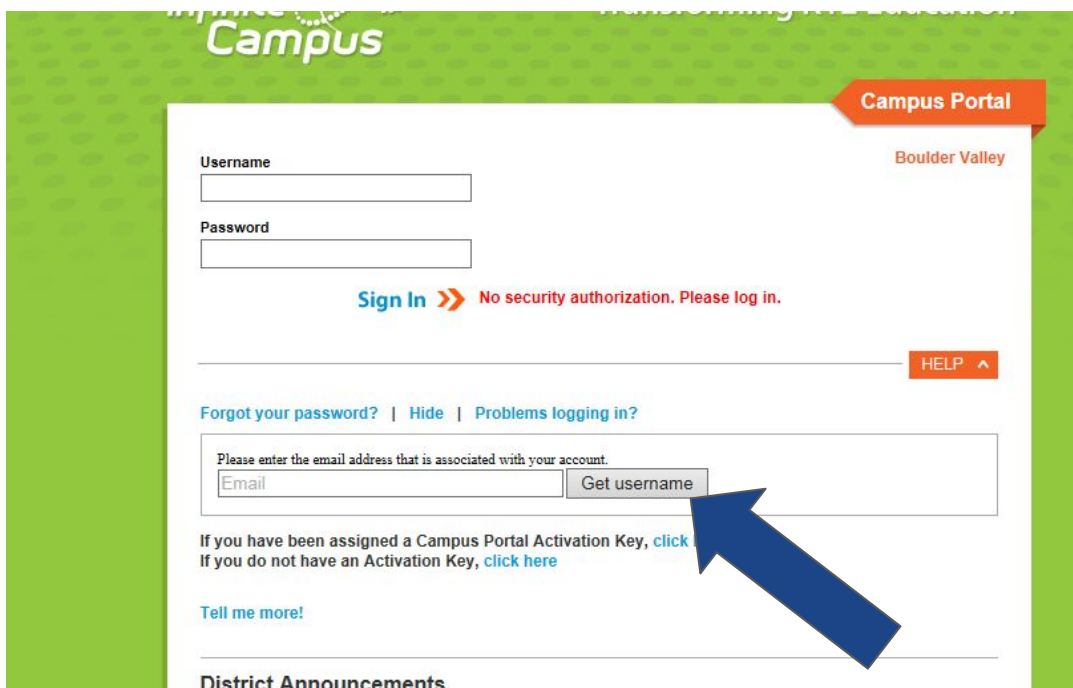
Infinite Campus Mobile App: District ID is **BVSDCO**. The Mobile App is available only for parents and students, not for employees. The App does not automatically update when it is opened. You must press the refresh button to update it.

Oprimos aquí para ver este mensaje en Español

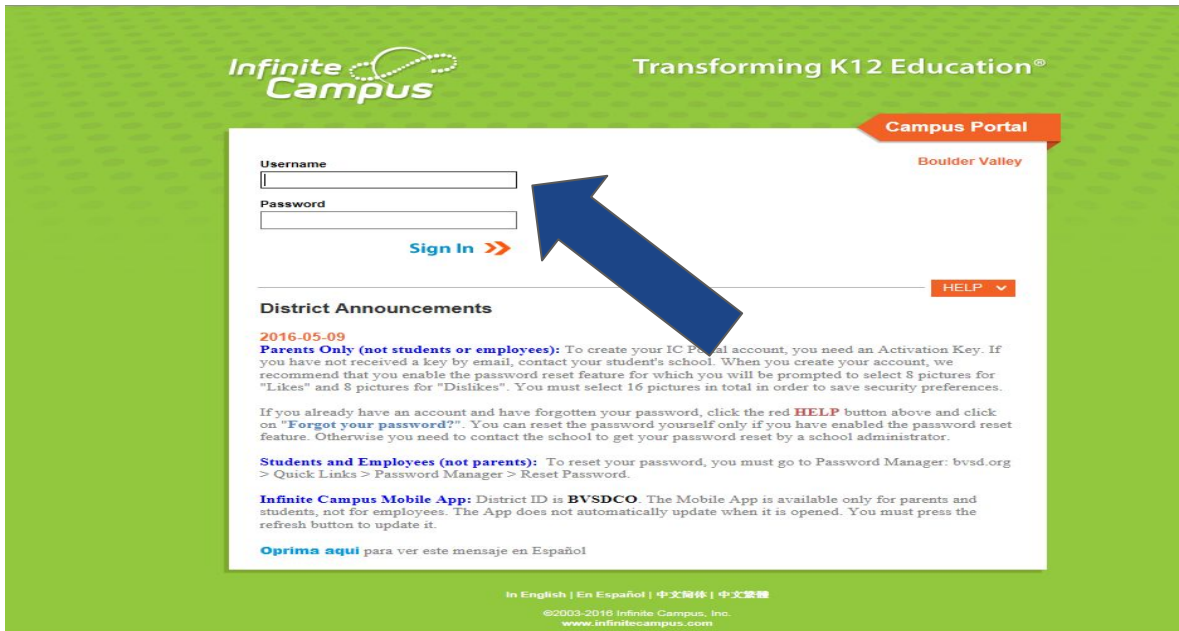
The image shows the login page with two blue arrows. One arrow points to the 'Sign In >>' button, and the other points to the 'HELP' button. The 'HELP' button is located in the top right corner of the login form.



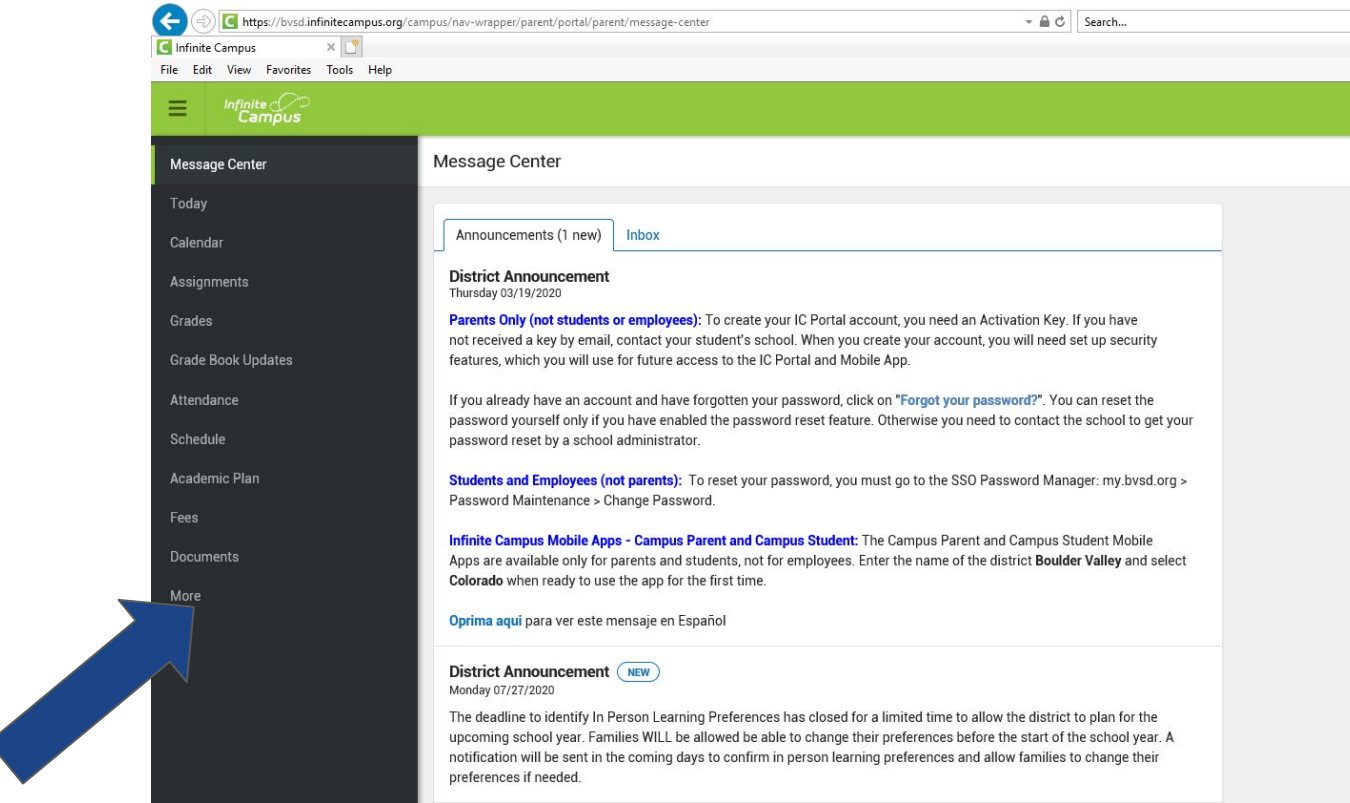
- If you already have an account but forgot your username, click “Forgot your username?”
Enter your email address, click “Get username” and the system will email your username.



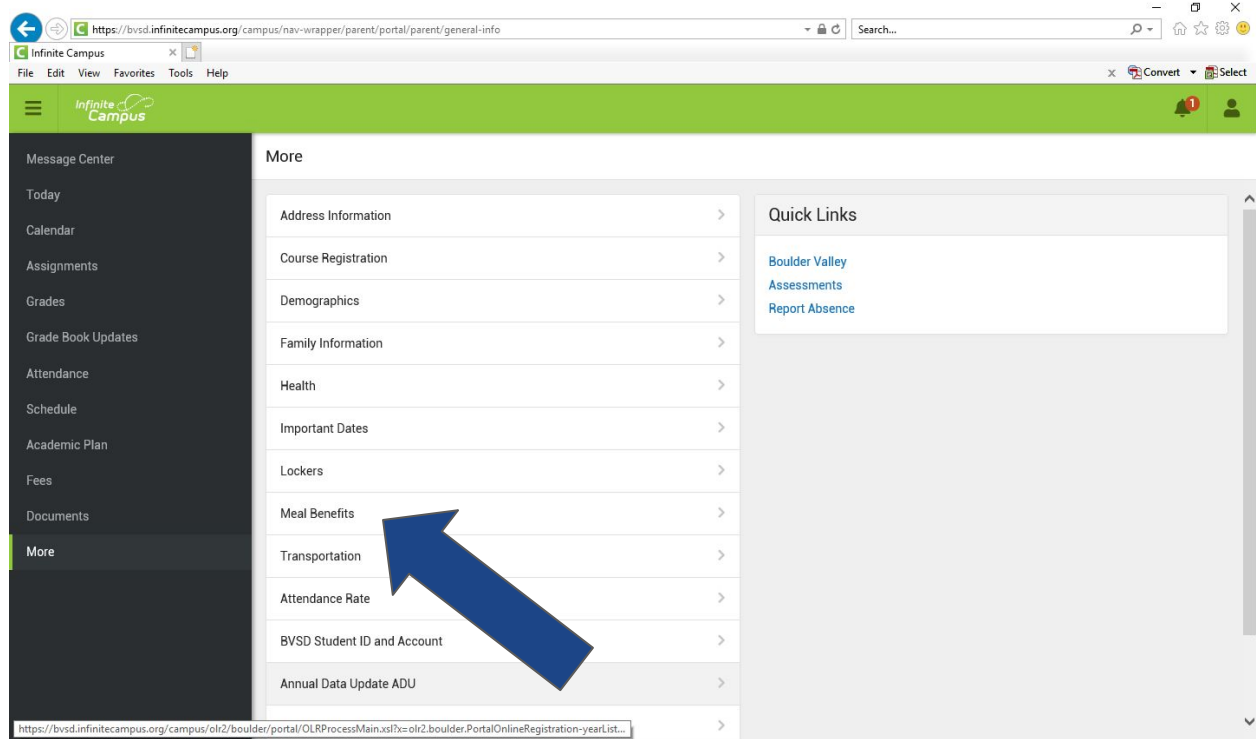
6. Once you have created your Campus Portal account, please sign in.



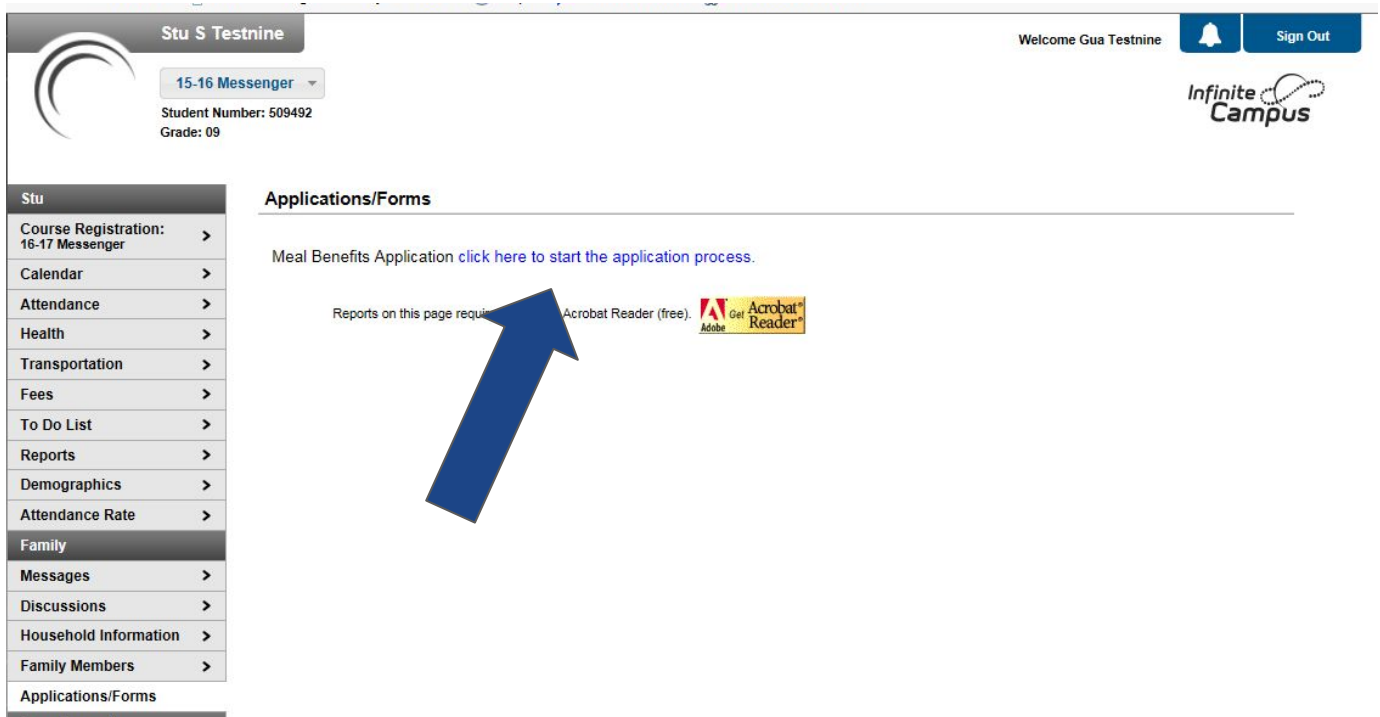
7. After you log in, your screen will look similar to this one. Click on "more" in the lefthand column



8. Next, select “Meal Benefits” from the new menu on the left:

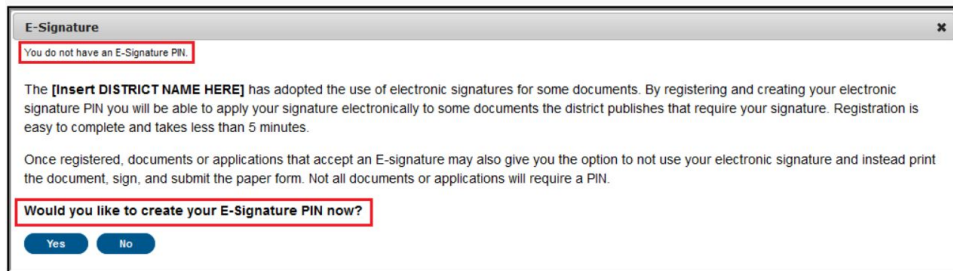


9. Next, select the blue link that reads “click here to start the application process”



10. In order to submit a legally-binding application to the district, an E-Signature PIN must be established. Please follow the directions below to establish your E-Signature PIN. If you already have an E-Signature PIN, please skip to step 12.

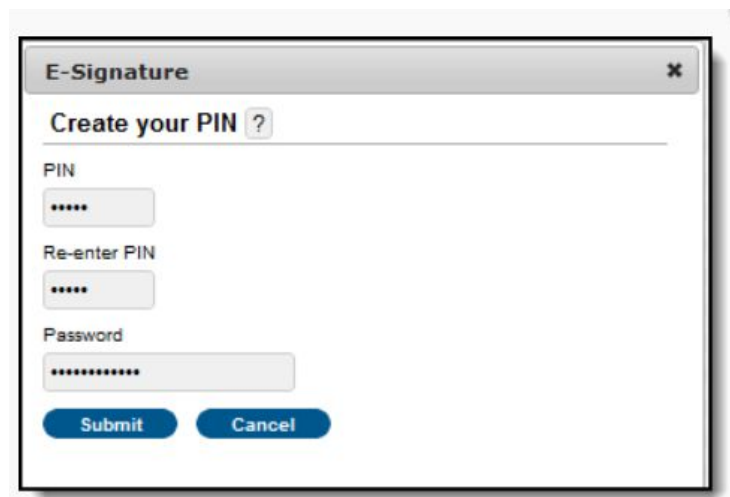
- The E-Signature PIN allows users to submit an electronic signature along with the application which is treated the same legally as a signature made on the paper application.
- If you do not already have a PIN, the system will automatically prompt you to follow the instructions below.
- To create an E-Signature PIN, click the YES button.
- **WARNING: If you click NO, you will not be able to fill out a Meal Benefits Application online.**



The screenshot shows a window titled "E-Signature". At the top, a red-bordered box contains the text "You do not have an E-Signature PIN". Below this, the text reads: "The [Insert DISTRICT NAME HERE] has adopted the use of electronic signatures for some documents. By registering and creating your electronic signature PIN you will be able to apply your signature electronically to some documents the district publishes that require your signature. Registration is easy to complete and takes less than 5 minutes." This is followed by: "Once registered, documents or applications that accept an E-signature may also give you the option to not use your electronic signature and instead print the document, sign, and submit the paper form. Not all documents or applications will require a PIN." At the bottom, another red-bordered box asks "Would you like to create your E-Signature PIN now?". Below this box are two buttons: "Yes" and "No".

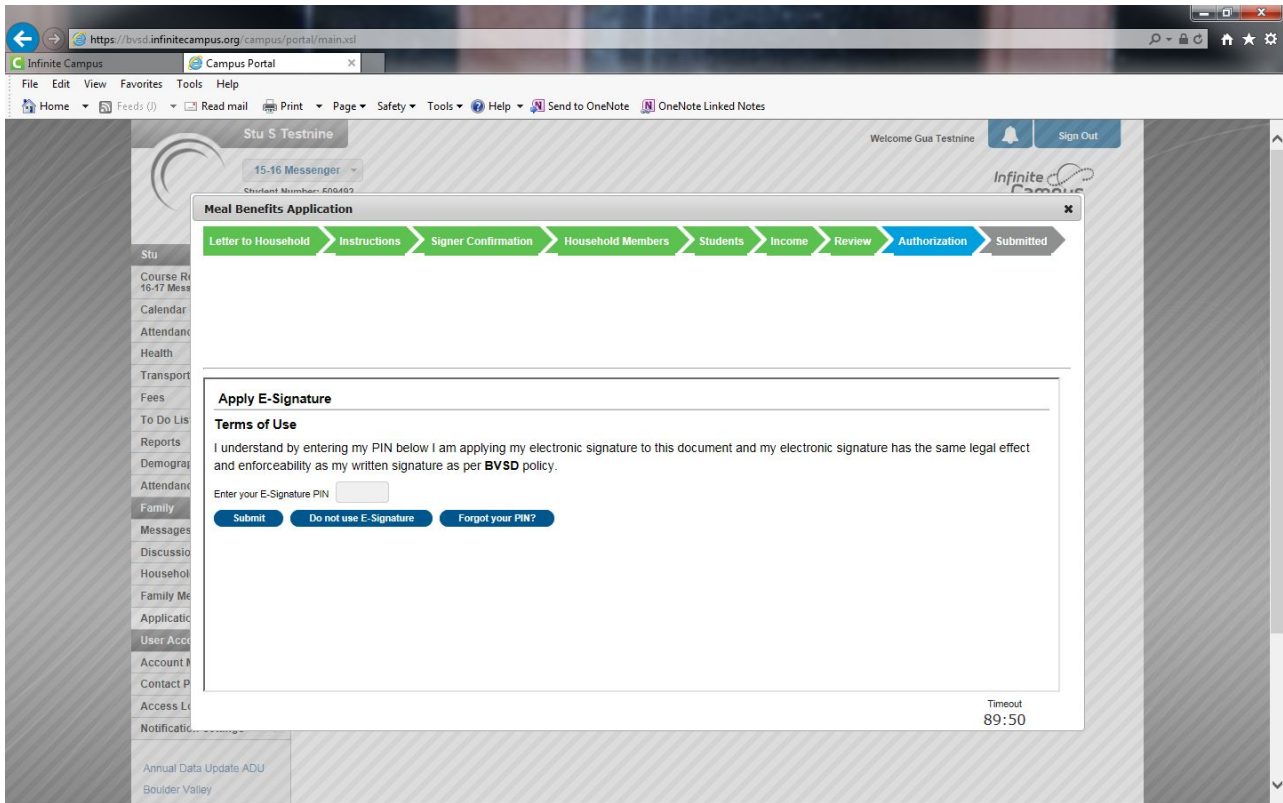
11. Enter the PIN, re-enter the PIN, enter your current Campus account Password and select the Submit button. Your PIN is now saved within Campus Portal. It is available for use with any documents or forms which require a PIN for signature or verification.

- **Be sure that you remember your E-Signature PIN. You will need it to complete the online Meal Benefits Application.**

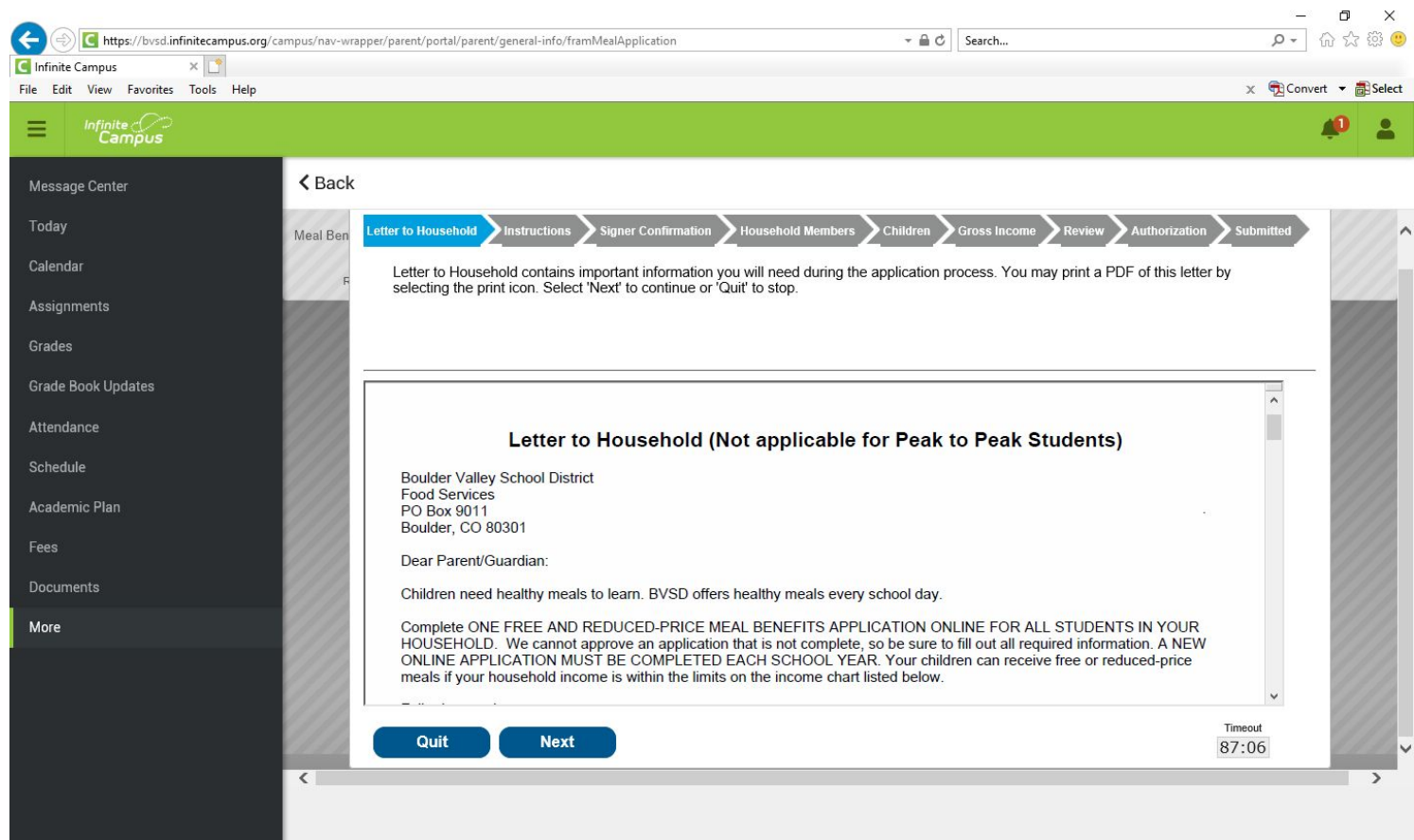


The screenshot shows a window titled "E-Signature" with a close button (X) in the top right corner. The main heading is "Create your PIN ?". Below this are three input fields: "PIN" with a masked input (*****), "Re-enter PIN" with a masked input (*****), and "Password" with a masked input (*****). At the bottom of the form are two buttons: "Submit" and "Cancel".

The screen shot below is an example of the authorization tab where your PIN will be required.



12. Review letter if you'd like, when ready click "next"



13. Review letter if you'd like, when ready click "next"

The screenshot shows the Infinite Campus portal at the URL <https://bvsd.infinitecampus.org/campus/nav-wrapper/parent/portal/parent/general-info/frameMealApplication>. The left sidebar contains a navigation menu with options: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Academic Plan, Fees, Documents, and More. The main content area displays a progress bar with steps: Letter to Household, Instructions (current), Signer Confirmation, Household Members, Children, Gross Income, Review, Authorization, and Submitted. Below the progress bar, a message states: "Application Instructions will help guide you through the application process. Please read or you may print a PDF of this letter by selecting the print icon. Select 'Next' to continue. XXX". A large text box contains the following text: "Application Instructions (Not applicable for Peak to Peak Students) You are submitting an online application for the 2020-21 School Year. Application Instructions will help guide you through the application process. It is recommended you gather any household income information needed and review your household members in the Household Information section of the Portal for accuracy prior to starting the online application. The USDA's definition of a household member is any child or adult living with you. An electronic signature PIN is required prior to submitting your application. If you do not have an electronic signature PIN created, click on I forgot my E-signature. you will be allowed to create your 5 digits PIN (Combination of letters and". At the bottom of the text box are "Previous" and "Next" buttons. A "Timeout 89:56" indicator is visible in the bottom right corner.

14. Make sure your name and address is correct. If you have moved and need to update your address, please contact the enrollment office separately to make this change. You can continue and complete this application with your old address for the time being.

The screenshot shows the Infinite Campus portal at the same URL as the previous step. The left sidebar is identical. The main content area displays the progress bar with the current step being "Signer Confirmation". Below the progress bar, a message states: "Please review the application signer's name and household address below. Confirm you are the person signing this online application by selecting 'Next'. Select 'Quit' if you are not this person or if you do not wish to continue." A text box contains the following text: "You have been identified as the household member signing this Meal Benefits Application." Below this, another message states: "You are applying for meal benefits for all household BVSD students living at the address below. If the address is incorrect, you may continue completing this application, but please contact your child(ren)'s school to request a change of information." A "Primary Address:" label is followed by a large text input field. At the bottom of the page are "Quit", "Previous", and "Next" buttons. A "Timeout 89:58" indicator is visible in the bottom right corner.

15. Select all the members in the household with a checkmark. Add an additional household member (non-BVSD student) if needed. When ready, select “next.”

The screenshot shows the 'Household Members' step of a meal benefits application. A progress bar at the top indicates the current step. A text box explains that household members must be confirmed by checking a box next to their name. Below this is a table with columns for Name, Gender, DOB, School, and Grade. Several household members are listed, each with a checked box. At the bottom, there is a button to 'Add Household Member' and 'Previous' and 'Next' navigation buttons. A timeout of 89:13 is shown in the bottom right corner.

Name	Gender	DOB	School	Grade
Jan				
Gar				
Jarz			Centaurus High School	10
Jarz			Centaurus High School	12
Jarz			Angevine Middle School	07

16. On this step, if you say yes you will need to enter your 7 digit benefit case number that starts with 1B - prefix. If you say no, you will continue into the application where you'll share income information to show eligibility.

The screenshot shows the 'Household Members' step of a meal benefits application. A progress bar at the top indicates the current step. A text box explains that household members who receive SNAP or TANF benefits must enter a 7 or 9 digit benefit case number starting with '1B-'. A modal dialog box titled 'Meal Benefits' is open, asking 'Do any household members receive benefits? (SNAP, TANF, or FDIPIR)'. The dialog has 'No' and 'Yes' buttons. Below the dialog, there is a text input field for the benefit case number. At the bottom, there are 'Previous' and 'Next' navigation buttons. A timeout of 89:12 is shown in the bottom right corner.

Meal Benefits

Do any household members receive benefits? (SNAP, TANF, or FDIPIR)

No Yes

17.On the “Children” tab, please only select the students that are enrolled in BVSD (except for Peak to Peak students who should not be selected).

←

→

https://bvsd.infinitecampus.org/campus/nav-wrapper/parent/portal/parent/general-info/framMealApplication

Search...

Infinite Campus

File Edit View Favorites Tools Help

Convert Select

☰

Infinite Campus

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Academic Plan

Fees

Documents

More

Back

Meal Benefits Application

Letter to HouseholdInstructionsSigner ConfirmationHousehold MembersChildrenGross IncomeReviewAuthorizationSubmitted

BVSD Student Members of the household must be confirmed by selecting the check box next to their name. A student is a person who will be enrolled in BVSD during the 2019-20 school year. Non-student members should **NOT** be selected in this section. **DO NOT** select household members who are not currently enrolled as BVSD students. After you have identified student members, select 'Next' to continue.

Name	Gender	DOB	School	Grade
<input type="checkbox"/>			us High School	10
<input type="checkbox"/>			us High School	12
<input type="checkbox"/>			a Middle School	07

PreviousNext

Timeout89:18

18. Answer the question about whether any of the students are foster children

←

→

https://bvsd.infinitecampus.org/campus/nav-wrapper/parent/portal/parent/general-info/framMealApplication

Search...

Infinite Campus

File Edit View Favorites Tools Help

Convert Select

☰

Infinite Campus

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Academic Plan

Fees

Documents

More

Back

Meal Benefits Application

Letter to HouseholdInstructionsSigner ConfirmationHousehold MembersChildrenGross IncomeReviewAuthorizationSubmitted

Foster Children must be confirmed by selecting the check box next to their name. All Foster Children qualify for free meals. However, if there are other BVSD students in the household, all household income must be entered, including any income the Foster child receives. Household income will be used to determine eligibility of non-foster students in the household. After you have identified foster children, select 'Next' to continue.

Name	Gender	DOB	School	Grade	Monthly Income
<input type="checkbox"/> Jaramillo, Gibran Jali	M			10	\$
<input type="checkbox"/> Jaramillo Garcia, Lobsang Jali	M			12	\$
<input type="checkbox"/> Jaramillo Garcia, Mingyar Jali	M			07	\$

PreviousNext

Timeout00:54

Foster Children

Are any of the students foster children?

NoYes

19. Select the answer that applies here:

Meal Benefits Application

Letter to Household > Instructions > Signer Confirmation > Household Members > **Children** > Gross Income > Review > Authorization > Submitted

Migrant (is a family who work in farms and move constantly), Homeless (is a family how lives in a hotel, lives with friends or relatives), Runaway (a student who run away from home): Children must be confirmed by selecting the Student Indicator in the drop down list. Select 'YES' or 'NO'. After you have identified Migrant, Homeless or Runaway children, select 'Next' to continue.

Name	Gender	DOB	School	Grade	Student Indicator
Jaramillo , Gibran Jalil				10	<input type="button" value="v"/>
Jaramillo Garcia , Lobsang Jalil				12	<input type="button" value="v"/>
Jaramillo Garcia , Mingyar Jalil				07	<input type="button" value="v"/>

Migrant, Homeless, Runaway, and Head Start Children
Are any of the students Migrant, Homeless, Runaway or Head Start?

Previous Next

Timeout 89:55

20. Next to the person(s) in household who makes income, click on “add income” next to their name to enter this information.

Meal Benefits Application

Letter to Household > Instructions > Signer Confirmation > Household Members > Children > **Gross Income** > Review > Authorization > Submitted

If a Student Indicator is displayed for a student, income information is not required for that student. However, you must provide your income if other BVSD students are in the household. Please report the total gross income for each Household Member, in whole dollars only. If they do not receive income from any source, select 'No Income'. **If you leave any fields blank, you are certifying that there is no income to report.**

Name	Gender	DOB	No Income	Add Income	Student Indicator	Total Income
			<input type="checkbox"/>	<input type="button" value="Add Income"/>		
		08/22/1974	<input type="checkbox"/>	<input type="button" value="Add Income"/>		
			<input type="checkbox"/>	<input type="button" value="Add Income"/>		
		11/16/2004	<input type="checkbox"/>	<input type="button" value="Add Income"/>		
		03/15/2003	<input type="checkbox"/>	<input type="button" value="Add Income"/>		
		01/02/2008	<input type="checkbox"/>	<input type="button" value="Add Income"/>		

Previous Next

Timeout 89:48

21. Enter the pre-tax income info on this screen, rounded up to the next dollar, including frequency of payments. Make sure to select “save” when complete.

https://bvsvd.infinitecampus.org/campus/nav-wrapper/parent/portal/parent/general-info/mealApplication

Infinite Campus

File Edit View Favorites Tools Help

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Academic Plan

Fees

Documents

More

Meal Benefits Application

Letter to Household Instructions Signer Confirmation Household Members Children Gross Income Review Authorization Submitted

If a Student Indicator is displayed for a student, income information is not required for that student. However, you must provide your income if other BVSD students are in the household. Please report the total gross income for each Household Member, in whole dollars only. If they do not receive income from any source, select 'No Income'. **If you leave any fields blank, you are certifying that there is no income.**

Add Income

Income for

Name	Income Type	Amount	Frequency
Adult Household Member		600	Twice a Month
Jaramila, Maria			
Garcia, Maria			
Jaramila, Maria			
Child Household Member			
Jaramila, Maria			
Jaramila, Maria			
Jaramila, Maria			

Cancel Save Clear All

Previous Next

Timeout 89:04

22. Mark every other household member who does not have income and then select “next.”

https://bvsvd.infinitecampus.org/campus/nav-wrapper/parent/portal/parent/general-info/mealApplication

Infinite Campus

File Edit View Favorites Tools Help

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Academic Plan

Fees

Documents

More

Meal Benefits Application

Letter to Household Instructions Signer Confirmation Household Members Children Gross Income Review Authorization Submitted

If a Student Indicator is displayed for a student, income information is not required for that student. However, you must provide your income if other BVSD students are in the household. Please report the total gross income for each Household Member, in whole dollars only. If they do not receive income from any source, select 'No Income'. **If you leave any fields blank, you are certifying that there is no income.**

Name	Gender	DOB	No Income	Add Income	Student Indicator	Total Income
			<input type="checkbox"/>	Edit Income		\$600.00 (Twice a Month)
			<input checked="" type="checkbox"/>	Add Income		
			<input checked="" type="checkbox"/>	Add Income		
			<input checked="" type="checkbox"/>	Add Income		
			<input checked="" type="checkbox"/>	Add Income		
			<input checked="" type="checkbox"/>	Add Income		

Previous Next

Timeout 88:43

23. Review the information and ensure accuracy before clicking “next.”

https://bvsvd.infinitecampus.org/campus/nav-wrapper/parent/portal/parent/general-info/mealApplication

Infinite Campus

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Academic Plan

Fees

Documents

More

Meal Benefits Application

Letter to Household > Instructions > Signer Confirmation > Household Members > Children > Gross Income > Review > Authorization > Submitted

Review the household information below for accuracy. If any of the information is incorrect, select 'Previous' to go back and correct the data. After household information is reviewed select 'Next' to continue.

Name	Gender	DOB	School	Grade	Benefits	Student Indicator	Total Income
Adult Household Members							
							\$600.00 (Twice a Month)
							No Income
							No Income
							No Income
							No Income
							No Income

Total Household Income: \$600.00 (Twice a Month)
Total Household Size: 6

Previous Next

Timeout 89:57

24. Answer the questions how you prefer and select “accept.”

https://bvsvd.infinitecampus.org/campus/nav-wrapper/parent/portal/parent/general-info/mealApplication

Infinite Campus

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Academic Plan

Fees

Documents

More

Meal Benefits Application

Letter to Household > Instructions > Signer Confirmation > Household Members > Children > Gross Income > Review > Authorization > Submitted

You must respond to the questions and read the authorization statement below. By selecting 'Accept', you agree to the authorization statement and you will be taken to the Electronic Signature PIN entry screen to submit the application. If you have not created your PIN or Forget it click on Forget my E-Signature. Please create your 5 digits with a combinations of letters and numbers. WARNING: By selecting 'Decline', you do NOT agree to the authorization statement, the application will be cancelled and your information WILL BE LOST. However, you may start another application at any time.

Sharing Information with Medicaid/SCHIP

Because health insurance is so important to child(ren)'s well-being, the law allows us to tell Medicaid and SCHIP that your children are eligible for free or reduced meals, UNLESS YOU TELL US NOT TO. Medicaid and SCHIP only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children. Filling out the Meal Benefits Application does not automatically enroll your children in health insurance. If you do not want your school district to share your information with Medicaid or SCHIP, please select 'No' below.

Allow my district to share my Meal Benefits Application information with Medicaid? ☐ Yes ☐ No

Allow my district to share my Meal Benefits Application information with SCHIP? ☐ Yes ☐ No

Sharing Information with Other Programs

If your child is eligible for free or reduced priced meals, he or she may also qualify to receive other benefits. You must give your permission for us to share your child(ren)'s name and meal eligibility status with staff in charge of other school programs. Filling out the Meal Benefits Application does not automatically qualify your child to receive other benefits.

Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Phys. Ed.. ☐ Yes ☐ No

Previous Decline Accept

Timeout 89:56

25. Select “Yes” on all of the questions to this page, even if they don’t seem relevant to you and your student. This ensures that you receive waived fees with the district. Enter the last four digits of your social, if you do not have one, select “I do not have a SSN.” Select “Accept.”

Meal Benefits Application

Letter to Household > Instructions > Signer Confirmation > Household Members > Children > Gross Income > Review > Authorization > Submitted

You must respond to the questions and read the authorization statement below. By selecting 'Accept', you agree to the authorization statement and you will be taken to the Electronic Signature PIN entry screen to submit the application. If you have not created your PIN or Forget it click on Forget my E-Signature. Please create your 5 digits with a combinations of letters and numbers. WARNING: By selecting 'Decline', you do NOT agree to the authorization statement, the application will be cancelled and your information WILL BE LOST. However, you may start another application at any time.

Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Phys. Ed.. ☐ Yes ☒ No

Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of School Tech. Fees. ☐ Yes ☒ No

Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Music. ☐ Yes ☒ No

Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Tech. Ed.. ☐ Yes ☒ No

Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Summer School. ☐ Yes ☒ No

Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Kindergarten Enrichment. ☐ Yes ☒ No

Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of School Age Care. ☐ Yes ☒ No

Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Pre Kindergarten. ☐ Yes ☒ No

☐ I do not wish to share my information with other programs.

Social Security Number
The income section of this application has been filled out. You are required to provide the last four digits of your SSN or mark the 'I do not have a SSN' box.
xxxx-xx- ☒ I do not have a SSN

Previous Decline Accept

Timeout 89:37

26. It is optional for you to enter your racial and ethnic identities if you’d like, then press “Accept:”

Meal Benefits Application

Letter to Household > Instructions > Signer Confirmation > Household Members > Children > Gross Income > Review > Authorization > Submitted

You must respond to the questions and read the authorization statement below. By selecting 'Accept', you agree to the authorization statement and you will be taken to the Electronic Signature PIN entry screen to submit the application. If you have not created your PIN or Forget it click on Forget my E-Signature. Please create your 5 digits with a combinations of letters and numbers. WARNING: By selecting 'Decline', you do NOT agree to the authorization statement, the application will be cancelled and your information WILL BE LOST. However, you may start another application at any time.

xxxx-xx- ☒ I do not have a SSN

Children's Racial and Ethnic Identities
OPTIONAL: We are required to ask for information about your child(ren)'s race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your child(ren)'s eligibility for free or reduced-price meals.

Ethnicity (check one)
☐ Hispanic or Latino
☐ Not Hispanic or Latino
☒ No Response

Race (check one or more)
☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

Authorization Statement
I certify (promise) that all information on this application is true and that all income (if required) is reported. I understand that the Food Service Program will receive Federal funds based on the information I provide. I understand that the BVSD Food Services Office may verify (check) the information. I also understand that if I purposely provide false information, my children may lose benefits, and I may be prosecuted.

Previous Decline Accept

Timeout 89:13

27. If you have a pin, enter it now. If you do not, select “Forgot your PIN.” This will direct you to this next screen (step 28).

https://bvsd.infinitecampus.org/campus/nav-wrapper/parent/portal/parent/general-info/frameMealApplication

Infinite Campus

File Edit View Favorites Tools Help

Convert Select

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Academic Plan

Fees

Documents

More

Meal Benefits Application

Letter to Household Instructions Signer Confirmation Household Members Children Gross Income Review Authorization Submitted

Apply E-Signature

Terms of Use

The BVSD has adopted the use of electronic signatures for some documents. By registering and creating your electronic signature PIN you will be able to apply your signature electronically to some documents the district publishes that require your signature. Registration is easy to complete and takes less than 5 minutes.

Once registered, documents or applications that accept an E-signature may also give you the option to not use your electronic signature and instead print the document, sign, and submit the paper form. Not all documents or applications will require a PIN.

Enter your E-Signature PIN

Submit Do not use E-Signature Forgot your PIN?

Timeout 89:17

28. If you do not already have one, create a 5-digit PIN that is made up of both letters and numbers. Type it in twice, then enter your IC Parent Portal password, select “Submit.”

https://bvsd.infinitecampus.org/campus/nav-wrapper/parent/portal/parent/general-info/frameMealApplication

Infinite Campus

File Edit View Favorites Tools Help

Convert Select

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Academic Plan

Fees

Documents

More

Meal Benefits Application

Letter to Household Instructions Signer Confirmation Household Members Children Gross Income Review Authorization Submitted

Reset your PIN ?

PIN

Re-enter PIN

Password

Submit Cancel

Timeout 88:42

29. With your new pin, enter it and click submit.

The screenshot shows the Infinite Campus Parent Portal interface. The browser address bar displays the URL: <https://bvsvd.infinitecampus.org/campus/nav-wrapper/parent/portal/parent/general-info/frameMealApplication>. The page title is "Meal Benefits Application". A progress bar at the top of the application area shows the following steps: "Letter to Household", "Instructions", "Signer Confirmation", "Household Members", "Children", "Gross Income", "Review", "Authorization" (highlighted in blue), and "Submitted".

The main content area is titled "Apply E-Signature". It includes a "Terms of Use" section with the following text:

The **BVSD** has adopted the use of electronic signatures for some documents. By registering and creating your electronic signature PIN you will be able to apply your signature electronically to some documents the district publishes that require your signature. Registration is easy to complete and takes less than 5 minutes.

Once registered, documents or applications that accept an E-signature may also give you the option to not use your electronic signature and instead print the document, sign, and submit the paper form. Not all documents or applications will require a PIN.

Below the text is a form labeled "Enter your E-Signature PIN" with a text input field. Below the input field are three buttons: "Submit", "Do not use E-Signature", and "Forgot your PIN?".

In the bottom right corner, there is a "Timeout" indicator showing "89:17".

30. On the final screen, submit. Within a few seconds, you will receive a notification in your IC Parent Portal inbox, it will include your reference number. It will take 3-10 business days for your application to be processed. Please continue to check your IC Parent Portal inbox for the message about your application having been processed. Please save this letter, either by printing or saving it on your computer--this message will be erased after 30 days.

