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.bvsd.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 <u>ic.messenger@bvsd.org</u>.
- 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.



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.

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• 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.

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	Campus Portal
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Forgot your password? Forgot your us	HELP A
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Please enter the following informati your password Username	on to begin the process of resetting	Step 1 of 4	
		Cancel X Next >>	
	©2003-2016 Infinite Campus, Inc.		

• 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.

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

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District Announcements 2016-05-09 Parents Only (not students or employees): T rou have not received a key by email, contact ecommend that you enable the password resel Likes" and 8 pictures for "Disikkes". You mus fyou already have an account and have forgo m "Forgot your password?". You can reset keature. Otherwise you need to contact the sch Students and Employees (not parent): To 1 > Quick Links > Password Manager > Reset P	To create your IC P- al account, you need an Activation Key. If your student's school. When you create your account, we if feature for which you will be prompted to select 8 pictures for at select 16 pictures in total in order to save security preferences. Itten your password, click the red HELP button above and click he password yourself only if you have enabled the password rese ool to get your password reset by a school administrator. reset your password, you must go to Password Manager: bysd.or assword.
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7. After you log in, your screen will look similar to this one. Click on "more" in the lefthand column

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Calendar	Announcements (1 new) Inbox
Assignments	District Announcement Thursday 03/19/2020
Grades	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 you will need set up security
Grade Book Updates	features, which you will use for future access to the IC Portal and Mobile App.
Attendance	If you already have an account and have forgotten your password, click on "Forgot your password?". You can reset the
Schedule	password yoursen only in you have enabled the password react reactive. Otherwise you need to contact the school to get your password reset by a school administrator.
Academic Plan	Students and Employees (not parents): To reset your password, you must go to the SSO Password Manager: my.bvsd.org >
Fees	Password Maintenance > Change Password.
Documents	Apps are available only for parents and students, not for employees. Enter the name of the district Boulder Valley and select
More	Colorado when ready to use the app for the first time.
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	District Announcement NEW
	The deadline to identify the Descent Learning Desferences has alread for a limited time to allow the district to also for the
	Increasing school year. Families Will be allowed be able to change their preferences before the start of the exhod year. A
	appointing options year, to mine the be anowed be able to change their preferences and allow families to change their notification will be sent in the coming days to confirm in person learning preferences and allow families to change their
	preferences if needed.

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

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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.



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.

E-Signature	×
Create your PIN ?	
PIN	
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Re-enter PIN	
Password	

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

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

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Calendar	Letter to Household contains important information you will need during the application process. You may print a PDF of this letter by
Assignments	selecting the print icon. Select Next to continue or Quit to stop.
Grades	
Grade Book Updates	
Attendance	Letter to Household (Not applicable for Peak to Peak Students)
Schedule	Boulder Vallev School District
Academic Plan	Food Services PO Box 9011 Boulder CO 80301
Fees	Dear Parent/Guardian:
Documents	Children need healthy meals to learn. BVSD offers healthy meals every school day.
More	Complete ONE FREE AND REDUCED-PRICE MEAL BENEFITS APPLICATION ONLINE FOR ALL STUDENTS IN YOUR HOUSEHOLD. We cannot approve an application that is not complete, so be sure to fill out all required information. A NEW ONLINE APPLICATION MUST BE COMPLETED EACH SCHOOL YEAR. Your children can receive free or reduced-price meals if your household income is within the limits on the income chart listed below.
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13. Review letter if you'd like, when ready click "next"

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Grade Book Updates			11	2
Attendance				
Schedule				2
Academic Plan	Application Instructions (Not applicable for Peak to Peak Students)		1/1	0
Fees	You are submitting an online application for the 2020-21 School Year. Application Instructions will help quide you through		11	2
Documents	the application process.		11	2
More	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.			2
	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	~		0
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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.

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Assignments	Succarry next, succe quit in you are not this person of in you do not wan to continue.	1000
Grades		828
Grade Book Updates	avou have been identified as the household member signing this Meal Benefits Application.	111
Attendance		223
Schedule	You are applying for meal benefits for all household BVSD students<\b> living at the address below. If the address below. If the address below incorrect, you may continue completing this application, but please contact your child(ren)'s school to re change of information	dress is equest a
Academic Plan	Primary Address:	000
Fees		7775
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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."

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Assignments	persons missing from your house edit existing household member	ehold, you will need to add them by selecting the 'Add Ho information or uncheck the application signer. If you nee	busehold Member' button. You ar d to have household member's ir	e not allowed to	8
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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.



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).

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



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daa 🖉	'YES' or 'NO'. After you have id	entified Migrant, Homeless or Runaway children, select 'Next' to continue.		
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20. Next to the person(s) in household who makes income, click on "add income" next to their name to enter this information.

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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.

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

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24. Answer the questions how you prefer and select "accept."

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Assignments	You must respond to the questions and read the authorization statement below. By selecting 'Accept', you statement and you will be taken to the Electronic Signature PIN entry screen to submit the application. If y Forget ti click on Forget my E-Signature. Please create your 5 digits with a combinations of letters and nu	agree to the authorization ou have not created your PIN or mbers. WARNING: By selecting	
Grades	'Decline', you do NOT agree to the authorization statement, the application will be cancelled and your info you may start another application at any time.	rmation WILL BE LOST. However,	91D
Grade Book Updates	V////		_///
Attendance	Sharing Information with Medicaid/SCHIP		<u>^</u>
Schedule	Because health insurance is so important to child(ren)'s well-being, the law allows us to tell Medicaid and SC for free or reduced meals, UNLESS YOU TELL US NOT TO. Medicaid and SCHIP only use the information tr eligible for their programs. Program officials may contact you to offer to enroll your children. Filling out the Me	HIP that your children are eligible o identify children who may be al Benefits Application does not promotion with Medicaid et SCUID	
Academic Plan	please select 'No' below.	initiation with medicald of SCHIF,	0110
Face	Allow my district to share my Meal Benefits Application information with Medicaid?	OYes ONo	
rees	Allow my district to share my Meal Benefits Application information with SCHIP?	OYes ONo	111
Documents	000		- ////
More	Sharing Information with Other Programs		111
	If your child is eligible for free or reduced priced meals, he or she may also qualify to receive other benefits. Y us to share your child(ren)'s name and meal eligibility status with staff in charge of other school programs. Fil Application does not automatically qualify your child to receive other benefits.	'ou must give your permission for ling out the Meal Benefits	
	Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Phys. Ed	OYes ONo	× ////
		~ ~	1111
		limeout	

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."

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outy	Meal Ben	Letter to Household Instructions Signer Confirmation Household Members Children	Gross Income Review		ted	
Calendar	mear Den				- 1	
	R	You must respond to the questions and read the authorization statement below. By select	ting 'Accept', you agree to	the authorization		
issignments	111	Forget it click on Forget my E-Signature. Please create your 5 digits with a combinations	of letters and numbers. W	ARNING: By selecting		
Grades		'Decline', you do NOT agree to the authorization statement, the application will be cancell	led and your information \	VILL BE LOST. However,		
	1110	you may start another application at any time.				
rade Book Updates	1110	· · · · · · · · · · · · · · · · · · ·			_	
	0111	Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Phys	s. Ed	OYes ONo	~	
tendance	0///	Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Scho	ool Tech. Fees.	OYes ONo		
bodulo	1111	Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Musi	c.	OYes ONo		
nedule	1111	Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Tech	1. Ed	OYes ONo		
ademic Plan	1000	Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Sum	mer School.	OYes ONo		
	1110	Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Kind	ergarten Enrichment.	OYes ONo	- H. F	
es	1110	Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Scho	ool Age Care.	OYes ONo		
	1110	Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Pre H	Kindergarten.	OYes ONo		
ocuments	0112	I do not wish to share my information with other programs.				
	011					
ore	1770					
	1770	Social Security Number				
	1110	I he income section of this application has been filled out. You are required to provide the las	t four digits of your SSN o	or mark the 'I do not have		
	110	xxxx-xx-				
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		Previous Decline Accept		80.37		

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

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signments	F	You must respond to the questions and statement and you will be taken to the	nd read the authorization statement below. By select e Electronic Signature PIN entry screen to submit th	ting 'Accept', you agree to the authorization e application. If you have not created your PIN or	0	
	0111	Forget it click on Forget my E-Signatu 'Decline' you do NOT agree to the au	ure. Please create your 5 digits with a combinations uthorization statement, the application will be cancel	of letters and numbers. WARNING: By selecting led and your information WILL BE LOST. However	1	11
des	011	you may start another application at a	any time.	,,,	0	
de Book Updates	110				_ 2	
endance			214		^ U	
	(1))	Objidancia Danial and Ethnia Islanditia				
edule		OPTIONAL: We are required to ask for in	formation about your child(ren)'s race and ethnicity	. This information is important and helps to make	1.0	
ademic Plan	(11)	sure we are fully serving our community. price meals.	Responding to this section is optional and does not	affect your child(ren)'s eligibility for free or reduced-		
ae		Ethnicity (check one)	Race (check one or more)			
	111	ONot Hispanic or Latino	Asian	uve		
cuments	1/1	•No Response	⊔Black or African American □Native Hawaiian or Other Pacifi	c Islander	0	
re	11/		White			
	092					
	111	Authorization Statement	his application is true and that all income (if require	d) is reported. Lunderstand that the Food Service	12	
	011	Program will receive Federal funds base	d on the information I provide. I understand that the	BVSD Food Services Office may verify (check) the	~	
	110	information. I also understand that if I put	posely provide false information, my children may le	ose benefits, and I may be prosecuted.	. 2	
	(//)	Previous Decline	Accept	89.13	1	

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).



3**—**3

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

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Attendance Reset your PIN ?		2	
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29. With your new pin, enter it and click submit.

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Today	Mean Benefits Application *	^
Calendar		
Assignments		4
Grades	8	L
Grade Book Updates		
Attendance	Apply E-Signature	
Schedule	The BVSD has adopted the use of electronic signatures for some documents. By registering and creating your electronic signature PIN you will be able	
Academic Plan	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.	
Fees	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.	
Documents	Enter your E-Signature PIN	
More	Submit Do not use E-Signature Forgot your PIN?	
	8	
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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.