



## Changing your Infinite Campus Password

Reminder: Your “Username” is the email address you have on file with the district.  
If you have a new email address, please call 262.781.3030 x 1500 to update.

### Step 1:

To log into your Infinite Campus Parent Portal account visit  
<https://elmbrookwi.infinitecampus.org/campus/portal/parents/elmbrook.jsp>.

### Step 2:

Click “Forgot Password?”

### Step 3:

Enter your email address in the “username” field. Click “Continue”. Check your email inbox for a confirmation email from Infinite Campus.

### Step 4:

Click the link in the email that was sent to your inbox.

From: <[icadmin@elmbrookschoools.org](mailto:icadmin@elmbrookschoools.org)>  
Subject: Infinite Campus Password Reset Request

This message is in response to a request made in Infinite Campus for an account password. If you did not make this request, please contact your System Administrator at (262)781-3030 x1500.

You can begin the reset process by either clicking the URL below or by copying and pasting the URL into your browser. This link can be used one time only and will expire 24 hours from when this email was sent.

<https://elmbrookwi.infinitecampus.org/campus/unique-link/S4DJSDDL.SV87K9T9?appName=elmbrook>

### Step 5:

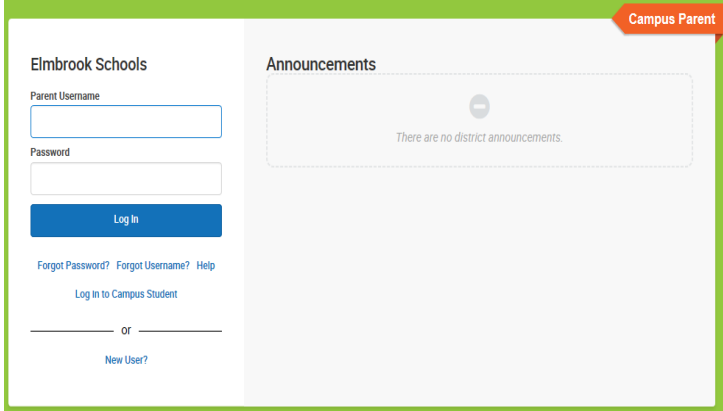
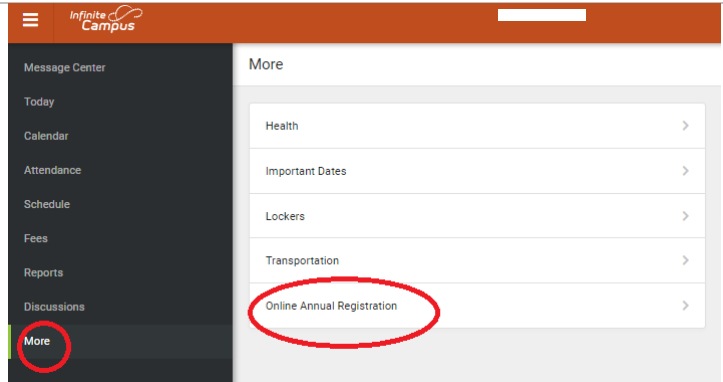
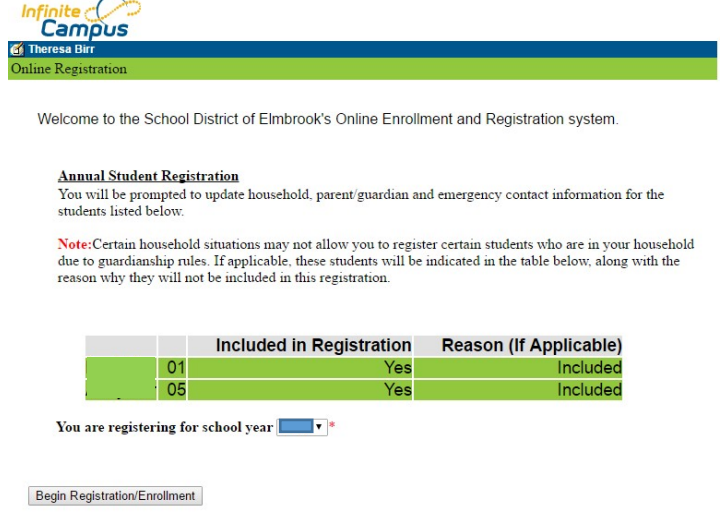
Create a new password. Infinite Campus requires a “strong” password. Consider using a combination of upper case, lower case and special characters (such as punctuation). Click save. Your password has now been reset, and you may log into Infinite Campus with your new password.

### Questions:

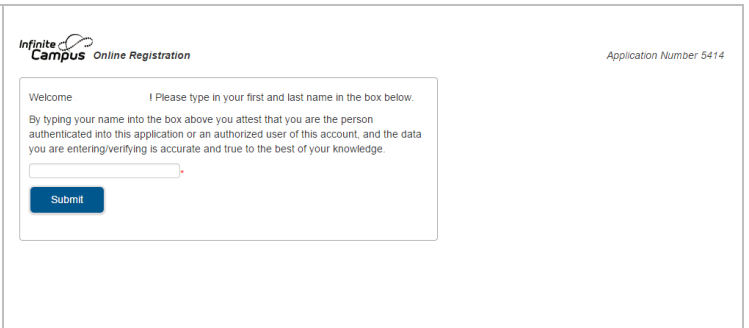
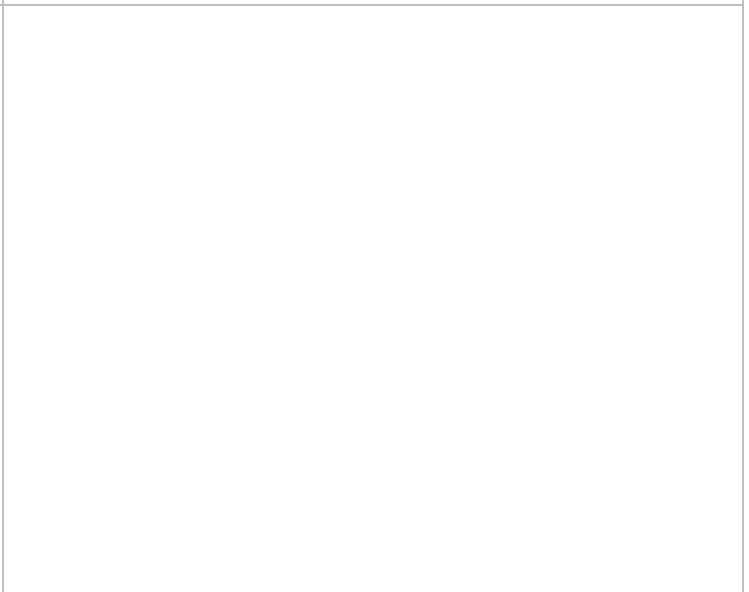
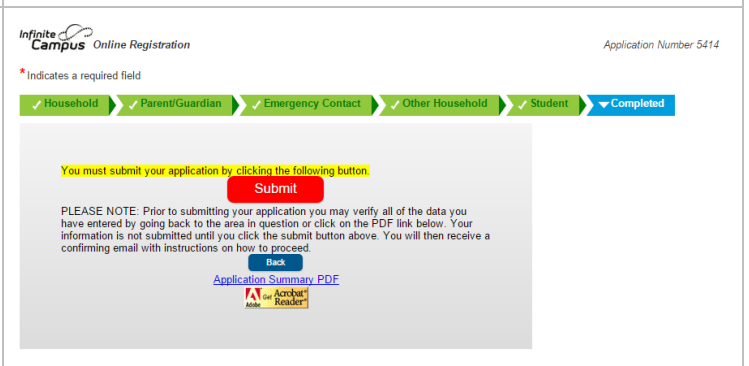
262-781-3030 x1500

## Online Annual Registration Instructions

### For Infinite Campus

STEP	DESCRIPTION													
1	<p>Login to Infinite Campus Parent Portal</p> <ul style="list-style-type: none"> <li>Visit <a href="https://elmbrookwi.infinitecampus.org/campus/portal/parents/elmbrook.jsp">https://elmbrookwi.infinitecampus.org/campus/portal/parents/elmbrook.jsp</a> and enter your <b>username</b> (email address) and <b>password</b>, then click <b>Log In</b>.</li> <li><b>**IMPORTANT: Please follow the instructions on the previous page if you need to reset your password.**</b></li> <li><i>Elmbrook staff members, use your network username and password. You are unable to reset your password using this tool.</i></li> </ul>													
2	<p>Launch Online Annual Registration</p> <ul style="list-style-type: none"> <li>You will find a link to Online Annual Registration by selecting More from the menu on the left, then follow the Online Annual Registration link.</li> </ul>													
3	<p>Begin Registration</p> <ul style="list-style-type: none"> <li>The registration process will ask you to update/confirm information for the students listed</li> <li>Click Begin Registration</li> </ul>	 <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 5%;"></th> <th style="width: 20%;">Included in Registration</th> <th style="width: 20%;">Reason (If Applicable)</th> </tr> </thead> <tbody> <tr> <td style="background-color: #90EE90;"></td> <td style="text-align: center;">01</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">Included</td> </tr> <tr> <td style="background-color: #90EE90;"></td> <td style="text-align: center;">05</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">Included</td> </tr> </tbody> </table>			Included in Registration	Reason (If Applicable)		01	Yes	Included		05	Yes	Included
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	01	Yes	Included											
	05	Yes	Included											

**Online Annual Registration Instructions**  
**For Infinite Campus**

<p>4</p>	<p>Confirm your identity by typing your first and last name.</p> <p>Click Submit to continue</p>	 <p>The screenshot shows the 'Infinite Campus Online Registration' interface. It includes a 'Welcome' message and a prompt: 'Please type in your first and last name in the box below.' Below this is a text input field and a blue 'Submit' button. A small note at the bottom of the input area states: 'By typing your name into the box above you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.'</p>
<p>5</p>	<p>Your next step will be reviewing multiple tabs (e.g. Household, Student) and pages containing on-screen prompts, including instructions to verify/complete the fields presented.</p> <ul style="list-style-type: none"> <li>• Each tab has one or more pages (e.g. Demographic, Student Info, and Release Agreements). Move to the next page by clicking Next.</li> <li>• A red * indicates a required field.</li> <li>• Yellow highlights indicate information is missing.</li> <li>• When all pages are complete, move to the next tab by clicking Save/Continue. When done with your student information, click Save/Continue one more time to get to the Submit screen.</li> </ul>	 <p>The screenshot shows a progress bar with the following steps: Household, Parent/Guardian, Emergency Contact, Other Household, Student, and Completed. The 'Completed' step is highlighted in blue, indicating it is the current step.</p>
<p>6</p>	<p><b>SUBMIT</b></p> <ul style="list-style-type: none"> <li>• An Application Summary PDF can be printed from this page or click Back to edit.</li> </ul> <p>Once all information has been verified, click SUBMIT.</p>	 <p>The screenshot shows the 'Submit' screen. It features a red 'Submit' button and a 'PLEASE NOTE' section: 'Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will then receive a confirming email with instructions on how to proceed.' Below the note are links for 'Back' and 'Application Summary PDF'. An 'Acrobat Reader' icon is also visible.</p>