Infinite Campus Parent Portal
Login and Navigation Instructions

SETTING UP YOUR INFINITE CAMPUS ACCOUNT (FIRST TIME USERS)

1. To set up your Infinite Campus for the first time, click on this link (it is different than the direct link to Infinite Campus):
    https://gacyber.infinitecampus.org/campus//K12_Custom/cParent/index.jsp?appName=gacyber
    You will see this screen. Enter your Student ID Number, Student Date of Birth, and click Submit.
    Note: If you have multiple students at GCA, just choose one of them on this step. It will link you to each of your students in the portal.

NOTE: **Student accounts are created by administration. Student accounts are initially set up with the following for Username and Password: _**Student number as the username and the "<first name initial><last name initial><birthdate MMDDYY>" as the password**_. (Ex. If my name is Jane Doe and my birthday is 11/12/2013, then my username would be my student ID number and my password would be jd111213). Please note that if you set up the student account, or have changed any of the original information on the student account, that information is what you'll use for student log ins.

2. Once you've clicked Submit, you will get a screen that shows your GUID number if your account has not been activated, or your Username if your account has been activated. Click Activate Your Parent Portal Account Now. (Names and numbers have been covered in this shot for security purposes.)

3. Enter the Activation Key provided to you. You will have to copy and paste it in sections. If you copy and paste all of it at once, it will not be entered into the cells correctly. Once entered, click Submit.

4. Once you have your Activation code, and for all future logins, click on this link (this is the Infinite Campus link that you will use from this point forward): https://gacyber.infinitecampus.org/campus/portal/gacyber.jsp?status=logoff

5. Type in the Username and Password that you just created, and click Sign In.
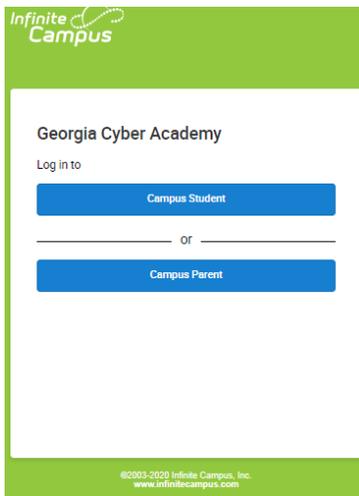
LOGGING INTO INFINITE CAMPUS AFTER ACCOUNT CREATION

Once you've set up your Infinite Campus Account, you will use the following steps to log in successfully:
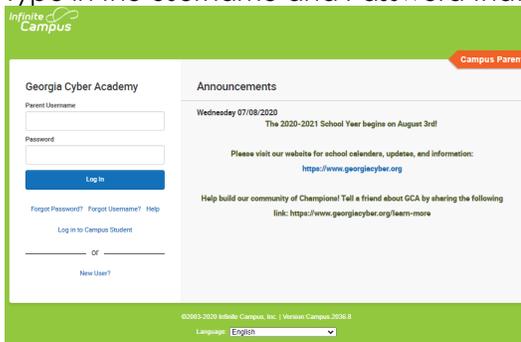
1. Login to the Infinite Campus Parent Portal Website:
   https://gacyber.infinitecampus.org/campus/portal/gacyber.jsp?status=logoff

2. Type in the Username and Password that you just created, and click Sign In.

3. Once logged in, go to Account Settings from the left navigation bar and make sure to enter a Security Email (Note – please do not use your @georgiacyber email address since it will not receive emails from sources outside of GCA, e.g. Infinite Campus). This will allow you to retrieve your credentials if lost or forgotten.

RESETTING YOUR INFINITE CAMPUS PASSWORD

Once you have successfully set up your account, you can reset your username and/or password, if forgotten. You will simply click the Help button on the login screen to expand the window to select "Forgot your password," etc. In the event that this password retrieval does not work, you may contact your FSL or complete this survey: https://tinyurl.com/ICFamilyPasswordResets
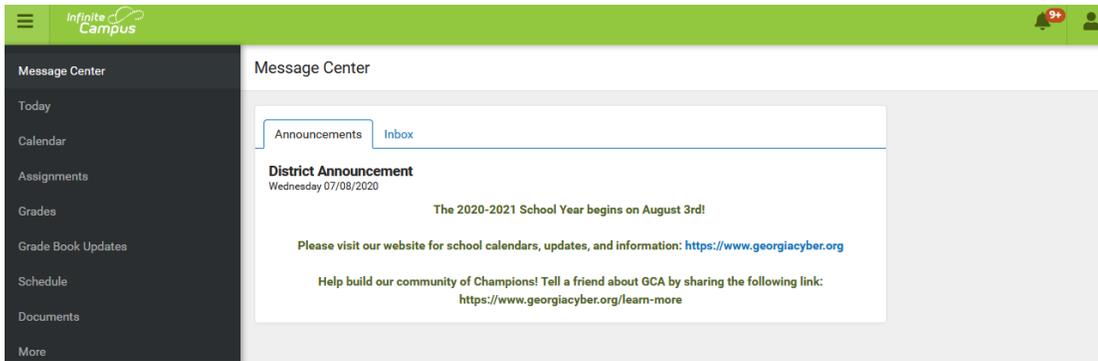
FINDING SCHEDULES AND FLEXIBILITY LEVELS IN THE PARENT PORTAL
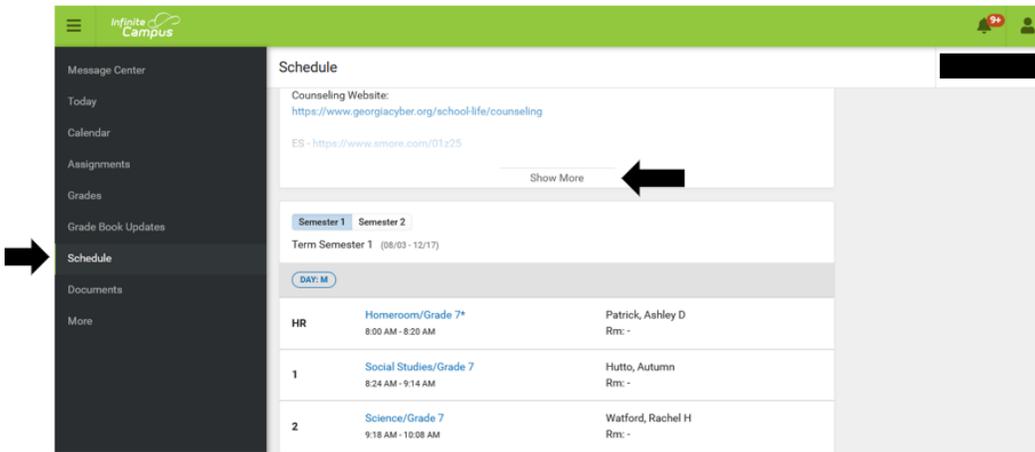
1. Once you enter the portal, you'll see the following screen. Check for messages, manage your account, and more from this home page.

2. To view information regarding your student's schedule, choose the Schedule option from the left navigation:

3. To view information regarding your student's Flexibility Levels, choose the More option from the left navigation and then select Flexibility Levels. You will then see whether your student is Required or Encouraged to attend each course on his/her schedule:

Each course is listed with "R: Required" or "E: Encouraged" beneath the course.

FINDING GRADES AND OTHER ITEMS IN THE PARENT PORTAL

4. Once you enter the portal, you'll see the following screen. Check for messages, manage your account, and more from this home page.
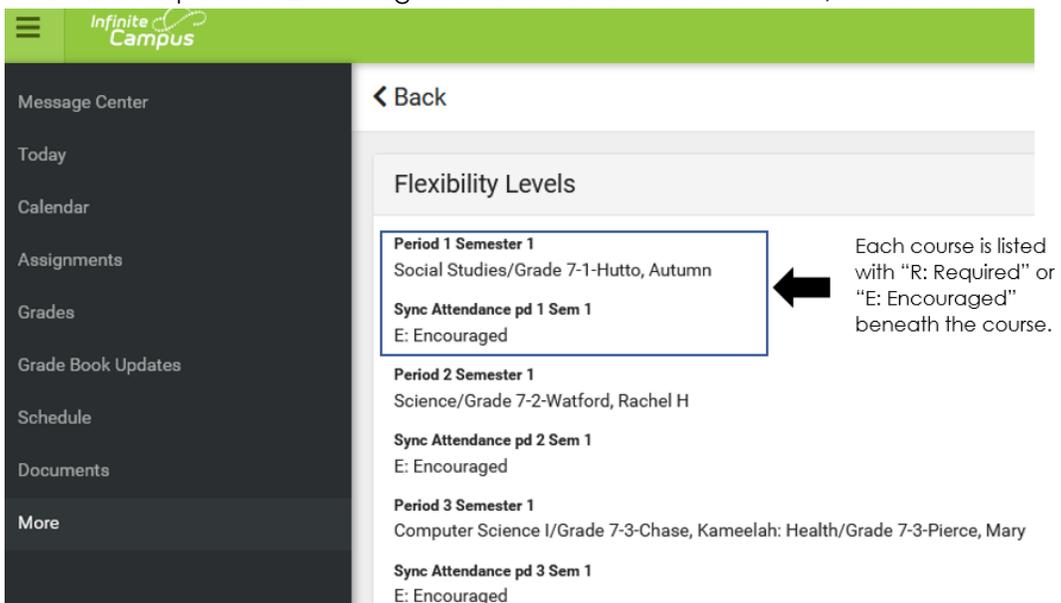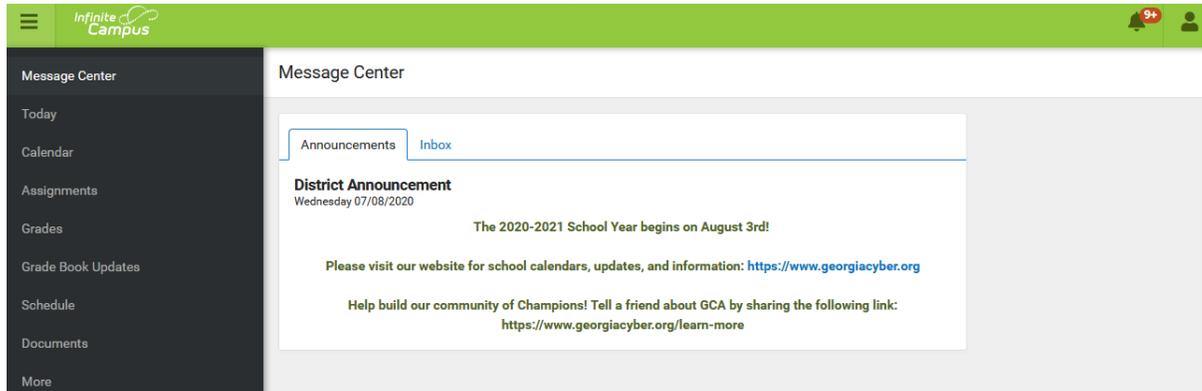

5. To view information about your student, select any of the items on the left navigation bar. If you have multiple students, a dropdown with their names will appear on the right side of the screen. If you only have one student enrolled at GCA, that student's name will show on the right.

6. Use the left navigation bar to select the page you would like to view. If there is something you would like to see that isn't listed, check under the "More" category. The Meal Benefits form, Flexibility Levels, and Registration can be found under "More" for example.
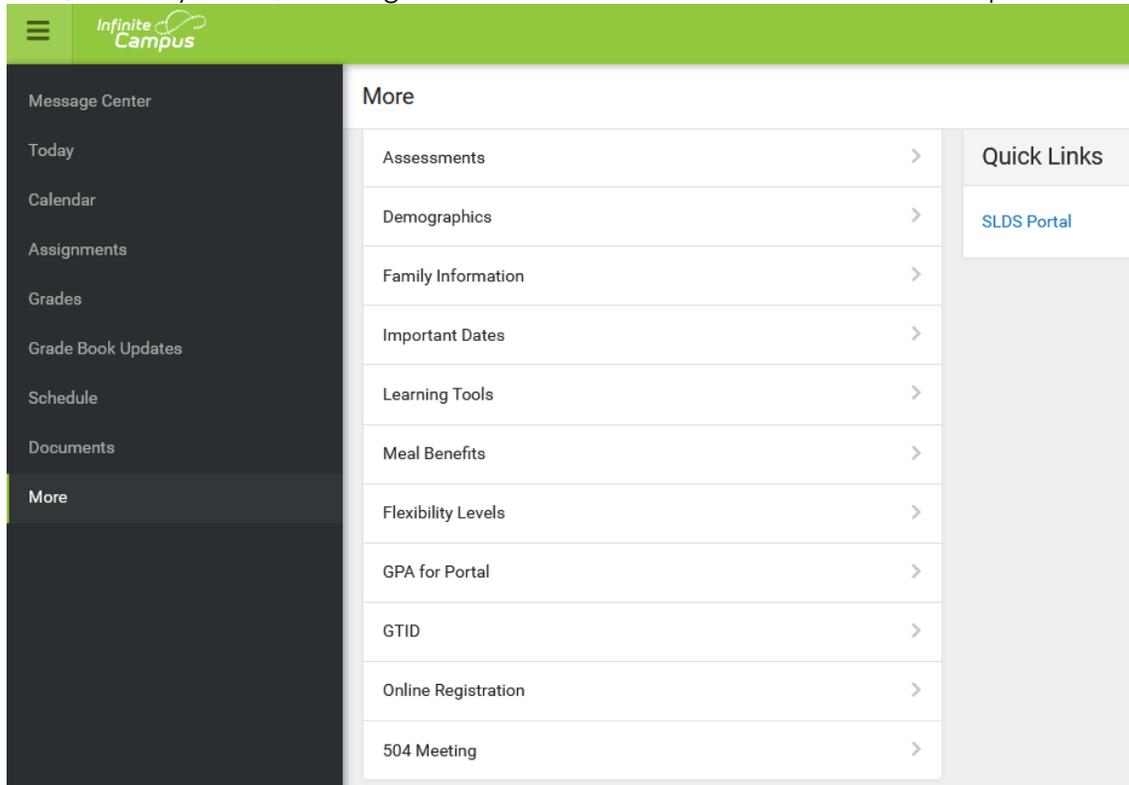
7. To see the breakdown of grades within a course, click on the Grades tab. Then, click on the grade with the arrow/direction indicator:

8. This opens additional information about the course grades. From this screen, click the + and - signs to expand and collapse the rows to see individual assignments and grades:

***You will only see scores for your GCA student through the Assessments Tab in the Parent Portal
if your student took the EOC/EOG as a GCA student. Incoming scores from other districts will be
made available through the SLDS (Statewide Longitudinal Data System).***

1. Log in to the Infinite Campus Parent Portal:
https://gacyber.infinitecampus.org/campus/portal/gacyber.jsp?status=login

2. Once logged in successfully, choose your student's name from the dropdown at the top of the screen. If you only have one student who attends GCA, then your page will
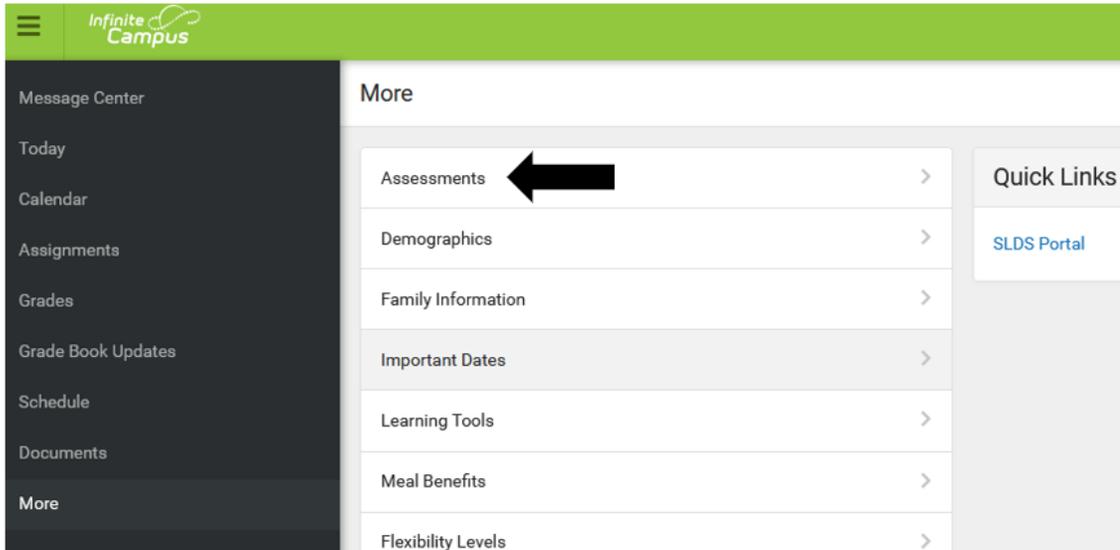
default to the screen that you need to see.

3. Once the page is on a specific student, locate the word "More" on the left navigation bar, click it. Next, select the Assessments option.

4. Once in the Assessments tab, click the "Show More" button to see descriptions of scores and other information regarding Milestones.
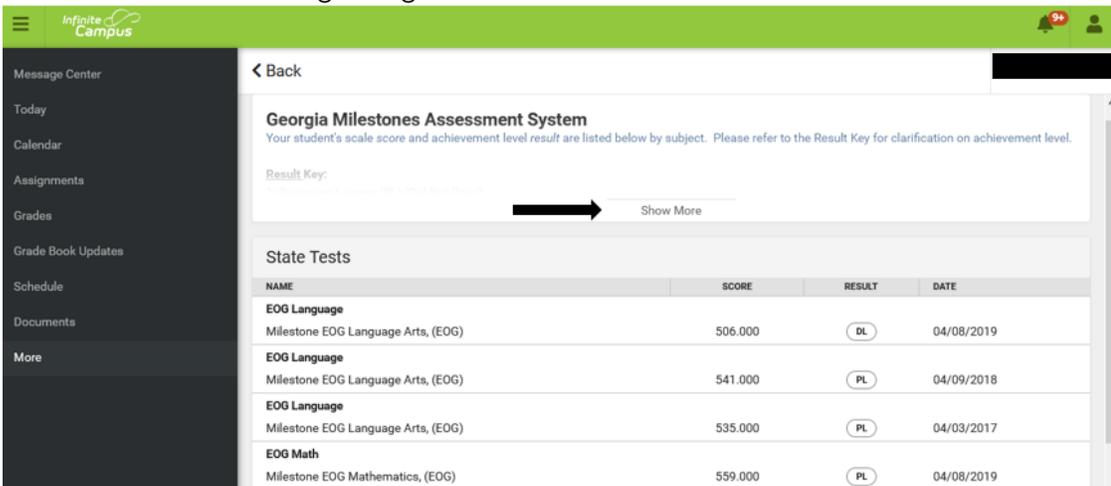
SLDS – STATEWIDE LONGITUDINAL DATA SYSTEM:
   VIEW STATE ASSESSMENTS FROM PREVIOUS DISTRICTS
   VIEW STUDENT GROWTH PERCENTILES
   VIEW STUDENT INDIVIDUAL SCORE REPORT
   VIEW AND COMPLETE ASSIGNMENTS VIA THE GEORGIA CAREER INFORMATION SYSTEM (GCIS)

1. Log in to the Infinite Campus Parent Portal:
   https://gacyber.infinitecampus.org/campus/portal/gacyber.jsp?status=login

2. Choose SLDS Portal after choosing "More" from the bottom of the left navigation bar:

3. You will see the following screen. You may use the parent account or the student account to access the SLDS. If you are using the parent account, and you have multiple students at GCA, you will be able to toggle between their information by selecting each name from the drop down one at the time. If using the student account, only that student's information will show. The screenshot below is from a parent account that has a dropdown available for toggling between students. Please note that in order to complete tasks assigned for "My Career Path," the student must log in via the student account.
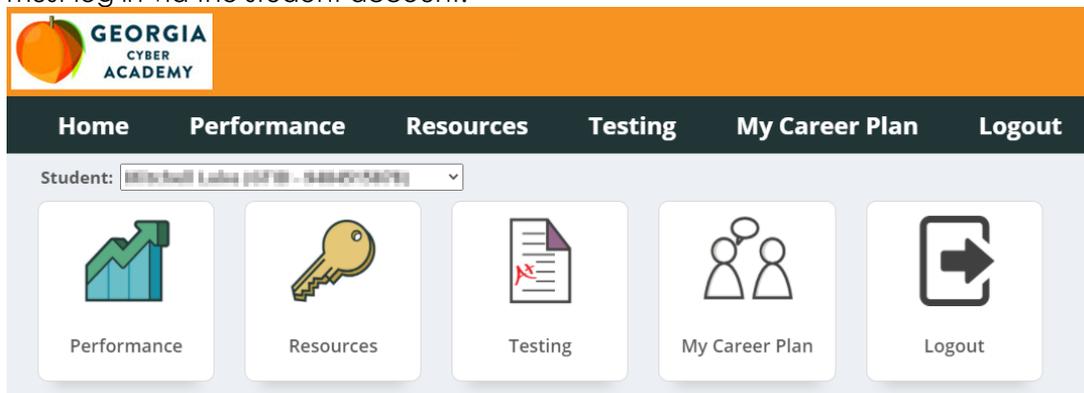
4. The headers across the top are the same links as those indicated in the pictures. You may click either of them to get to the various parts of the SLDS.

   a. <u>Performance</u> – This is where you may view your student's GSGM (Georgia Student Growth Model) report and your student's ISR (Individual Score Report). These are downloadable reports that you may print for your records. Additionally, you will see previous CRCT and Milestones scores, where applicable. Growth Percentiles and Lexile scores are also available for you to see.
   To download either of the reports, click on the blue name (Ex: Georgia Milestones Individual Score Report (ISR)). This will open a new window. Click the down arrow for the test administration you would like to download.

   b. <u>Resources</u> – This tab shows a student's current schedule. Additionally, by clicking on the gold key, you will be able to see the standards associated with each course.
   c. <u>Testing</u> – This tab is for GOFAR tests that may be assigned by teachers. If assigned, tests can be viewed by Active Tests or Completed Tests.
   <u>My Career Plan</u> – This is the link associated with GCIS. If logged in via the parent account, you may see what your student has completed. However, to complete tasks, students must be logged in via their own student account.
       i. <u>Assessments</u> – Shows completed Career Assessments, as well as available Career Assessments to take or retake.

    ii. <u>Clusters</u> – Shows completed Clusters and the option to Choose Career Clusters.

   iii. <u>Occupations</u> – Shows selected Occupations and the option to Choose Occupations.

   iv. <u>Graduation Plan</u> – Shows status of IGP (Individual Graduation Plan) and the option to complete the Graduation Plan.

    v. <u>MOWR</u> – Shows MOWR (Move on When Ready – now referred to as Dual Enrollment (DE)) status and provides additional information on this program.

   vi. <u>Post Secondary</u> – Allows for exploration of Post-Secondary options

  vii. <u>Next Steps</u> – Shows status of Next Steps and allows for students to Choose Career Next Steps.