

INFINITE CAMPUS (IC) PORTAL ACCOUNT

An Infinite Campus portal account gives you access to:

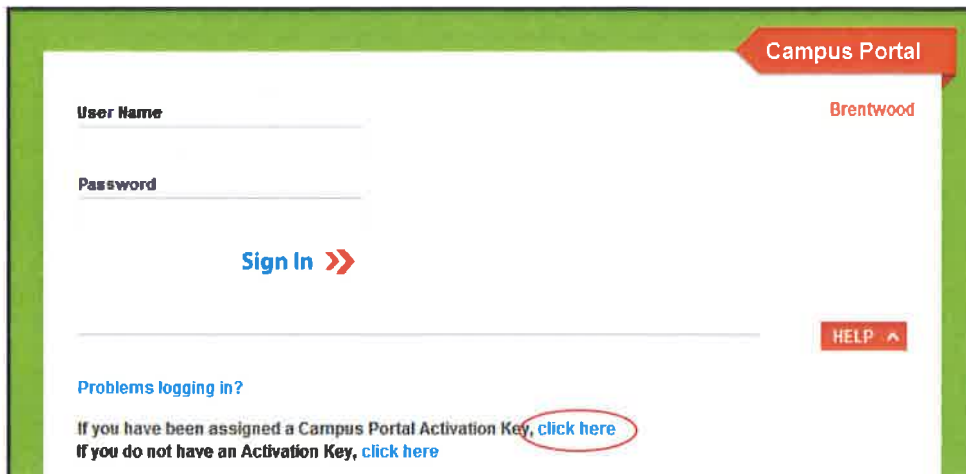
- attendance information
- student schedules
- immunization records
- lunch account balances
- student assignments
- student grades

To create a Parent Portal account, please contact the school Registrar at (314) 962-8238 to secure an activation key. When you have your activation key, please follow the instructions below.

INSTRUCTIONS

To gain access to the Infinite Campus Portal, you will need to go to the Brentwood School District website (<http://www.brentwoodmoschools.org>), scroll down to the bottom of the page and click on the “**Parent Portal**” link in the lower, right corner of the page, and then click on the “**Infinite Campus Portal**” link to access the sign in page.

Once you have done this, you will see the Infinite Campus Portal Login page:



If this is your first time accessing the Campus Portal, click on the HELP button and select the top option “**If you have been assigned a Campus Portal Activation Key, click here**”

The next screen will ask you to input your activation key.

PARENT GUID

After you enter your activation key, click “**Submit**” and the system will walk you through setting up your account. We advise that you use a simple userid and password that will be easy to remember. You will be asked to provide an email address for password recovery.

Once your userid/password is created you may log into the system.

Access to course assignments and grades is via the student Schedule. To access the grade book you will hover your mouse over the printed course name and click, this will burrow you down into the assignments and scores.

You may also access information on your student's Attendance, Missing Assignments (via Reports), Lunch Account, Fees owed, printed copy of schedules and report cards. By clicking on the teacher name on the schedule page you will access the teacher's email address. We have also begun using the portal to allow families to maintain their household demographic information. Please be sure to update any cell or household phone number changes.

Campus Mobile Portal for Parents and Students

Parents and students can now access their Campus Portal information on Android and iOS devices using the Campus Mobile Portal app.



Daily Planner

View today's schedule and assignments due for each class.



Assignments

Browse your assignments by specific class or due date.



Attendance

Review attendance events in summary and detail form.



Grades

Know your grades now. Forget about end-of-term report cards to know how you're doing.



Schedule

Check your schedule from anywhere, at any time



Food Service

Check your account balance. Available in districts using Campus Food Service.

Where to Download the Campus Mobile Portal App

The Campus Mobile Portal can be downloaded through the Apple App Store, Google Play Store or Amazon Appstore.



How to Sign In

In order to connect your device to our district's Infinite Campus server, you need to enter our District ID.

Our District ID : QKSLLG

Continue by entering your username and password you use on the web portal.

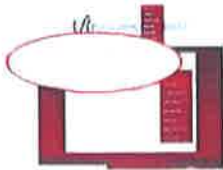
(Please turn page over)

Please READ – your attention to this is REQUIRED

Student/Household Demographics Updates

Did you know that you can **update your Student/Household information using the Parent Portal?** This allows you to modify information for your household once, rather than on multiple demographic sheets. The following instructions will walk you through this process.

- 1) From the Brentwood School District home page (www.brentwoodmoschools.org) select the Infinite Campus option under the PARENTS tab. From there you'll click on the Infinite Campus Portal link.



- 2) Log into the portal using the username which has been assigned to the parent/guardian. Logging in as a student will not give you appropriate access to update your information. Use the **Forgot Password** link if you have forgotten your password – It will be sent to the email address input in your Security Profile.
- 3) Select the **Household Information** tab on the left side of the screen:



- 4) On this screen you can modify your household phone and request changes to the Household Address. Address change requests will be verified by our office staff. You will be notified if additional verification information is required.

Household Information

Household: F

Household Phone Number

(314)963-0053

Update

Household Address

Primary Address

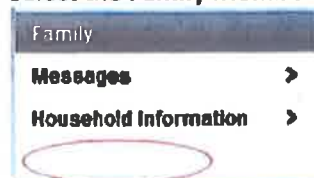
2807 Lawndell Dr

1

Mailing: Yes

Update

- 5) Select the **Family Members** tab on the left side of the screen:



This screen will allow you to modify the **Cell phone, Work phone, Other phone** and **Email** contact information for individual family members. This information can be **updated at any time** during the year if phone/email changes are made. This will help ensure that we can reach you when needed.

Please READ – your attention to this is REQUIRED

Cell Phone :
Work Phone :

Other Phone :
Email :

Update

6) Select the **Demographics** tab on the left side of the screen:

- Health >
- Reports >
- Demographics >

This screen will allow you to update the Personal Information for each individual student, as well as Update, Add or Remove Non-Household contact information. Again, this data may be **updated at any time** during the year to ensure appropriate persons can be reached when needed. **Please be sure to include the Primary Care physician and an Emergency Contact for each child.** (You will need to select each child individually from the **Select a Student option at the top of the screen in order to access their Demographics**):

Campus Portal

SELECT A STUDENT ▾

Personal Information

Legal Name:
Gender: F

Date of Birth:
Hispanic/Latino:
Race(s):

Update

Non-Household Contacts

Work Phone :
Cell Phone :
Other Phone :
Email :

Relationship with
Guardian:
Contact Order:

Primary Care Physician
No
2

Update

Remove

User Account

Account Management >

7) **NEW!!** A new **Contact Preferences** section allows you to specify which phone number and email you prefer we utilize with our **Messaging services**. This lets you tell us which number(s) to call for Snow Day announcements and other important phone messages. Please place a check mark in the box to specify which numbers to use for Emergency, General Notification and Teacher Messages. We'll also have texting

Please READ – your attention to this is REQUIRED

capabilities now, so if you prefer to receive a text as well as voice you may indicate that as well. **To begin the school year ALL household and cell phones will be marked for both Emergency and General Notification messages by default.** Most messages (including School Closings) will come from General Notification.

		Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
Household Phone	Voice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cell Phone	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Text (SMS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Work Phone	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Thank you for your assistance with maintaining your Household Information! Please feel free to call the school office with any additional questions you may have.

- HS – 962-3837
- MS – 962-8238
- MT – 962-0613
- MG – 962-6824

MAKING THE PARENT PORTAL WORK FOR YOU

A PARENT'S GUIDE TO OBTAINING INSTANT
ACCESS TO STUDENT INFORMATION ONLINE,
PAYING SCHOOL FEES, MAINTAINING STUDENT
LUNCH ACCOUNTS AND
~ MUCH, MUCH MORE ~



Brentwood School District
1201 Hanley Industrial Court
Brentwood, MO 63144
Phone 314.962-4507 • Fax 314.962-7302

MAKING THE PARENT PORTAL WORK FOR YOU

What is the Parent Portal?

The Parent Portal is our tool for parents and students to access instant, online, timely and secure student information. This information includes class schedules, assignments, attendance, discipline, course registrations for next year, and report cards. The Parent Portal can also be used as a tool for adding money to your child (ren)'s lunch account or for paying school fees.

Who is eligible to have a Parent Portal account?

Parents of current students are eligible to activate a Parent Portal account after agreeing to the terms and conditions of use.

How much does the Parent Portal cost?

Nothing. It is a free service to parents, and actually saves the district money by reducing paperwork and labor costs.

How do I sign-up?

Parents should contact the school office for information on signing up for this feature.

After I sign up what happens next?

You'll receive a log-in I.D. Go to the school district website. Enter your username and password, and then click the "Log-in" button. Once you've accessed the site, you'll be able to view your child(ren)'s secure student information, view parent messages, add money to lunch accounts, pay school fees, and much more.

What else should I know?

- The Brentwood School District encourages all parents to sign-up for this time saving tool.
- The Parent Portal is your "go-to" source for accessing student information online, collecting fees and payments for the Campus Food Service.
- And, it's a tool that provides parents with peace of mind that you will not want to be without... Sign-up for it today!

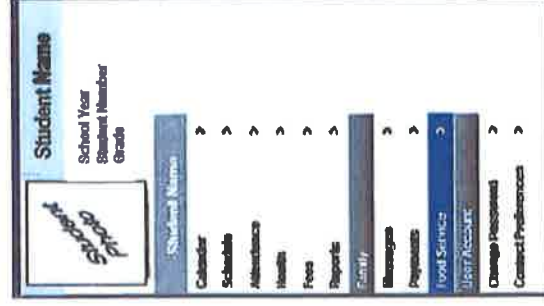
YOUR STEP-BY-STEP GUIDE FOR ACCESSING THE PARENT PORTAL

1. Go to the Brentwood School District home page at www.BrentwoodMOSchools.org and in the upper right hand corner click on "Parent Portal Login."
2. Next click on the "LOGIN to PORTAL" icon.



[LOGIN to PORTAL](#)

3. Enter your user name and password.
4. Here is a view of the information you'll be able to find on the Parent Portal. Click any item on the menu to access the information.



MAKING AN ONLINE PAYMENT USING THE PARENT PORTAL

The Brentwood School District has added the capability of utilizing the Parent Portal to add money to lunch accounts and to pay any fees which students have incurred. To utilize this feature, follow the steps below to set-up your account.



LOGIN to PORTAL

- Log into the district website at: <http://www.brentwoodMOSchools.org>
- Click on the "Parent Portal Login" hyperlink (located in the upper right hand corner).
- Once on the Parent Portal homepage, click on the "Login to Portal" button and log into the Parent Portal as usual.

PAYMENTS

- Select the "Payments" option from the menu on the left of your portal screen.

- Register your payment information by selecting the "Register Your Credit Card and Banking Information" hyperlink (located near the bottom of the screen).

Note: Because your payment information will be linked to your user account, please be sure that you log in to your "own" account and not your "child's" account!



- Input your billing information specifying checking, saving or credit/debit as your payment method of choice. You will need to do this once for each payment method you wish to have available.

Note: We have chosen not to allow payment with American Express as they charge a higher per transaction fee.

Payments

Billing Information

Name: (required)

Jane Doe

Address: (required)

1234 Street Avenue

City: (required)

Brentwood

State / Zip: (required)

MO / 63144

Account Type

Checking Savings Credit/Debit Card

Routing Number:

Account Number:


[Back to Payments](#)

[Save](#)

- When the "Payments" option is selected the screen will show your current lunch account balances and any fees due by students. You may add money to any/all of your student's accounts, and pay any/all fees which have accrued. Press the "Continue" key to proceed.

You will next be asked to specify which of your accounts you wish to make the payment from. You may also modify existing account information or input new account information on this screen. Press "Continue" to proceed.

Payments

Accepted Payment Methods  [About Online Payments](#) [About Convenience Fees](#)

* Minimum payment amount is \$5.00

Food Service	View details	Balance	*Estimate	Payment
Pat Doe		-\$8.65	\$3.00	3 Select estimated amount

* The estimated payment is for one month and is based on the past food service purchases

Fees	Description	Due	*Payment
There are no Fees available.			
		Convenience Fee:	\$2.00
		Total:	\$2.00

[Register your credit cards and banking information](#)
[Modify your credit cards and banking information](#)
[View your online payment history](#)

Note: If you wish to receive a confirmation email detailing the transaction, input or edit an email address by clicking on the "Change the email address for the receipt" hyperlink (in the lower left of the screen).

- In addition to the emailed receipt you may also print the final Payment Receipt page of the transaction by clicking the "Print/View" button.

- The final step is to confirm all information and click the "Make Payment" button.

Note: A \$2 transaction fee will be assessed for each transaction. A transaction includes all activities for one payment session. (Example: If you add money to multiple lunch accounts and pay for a lost library book, which will generate one \$2 transaction fee). This fee covers the District's expenses for offering this service to you.