Creating a Parent Portal
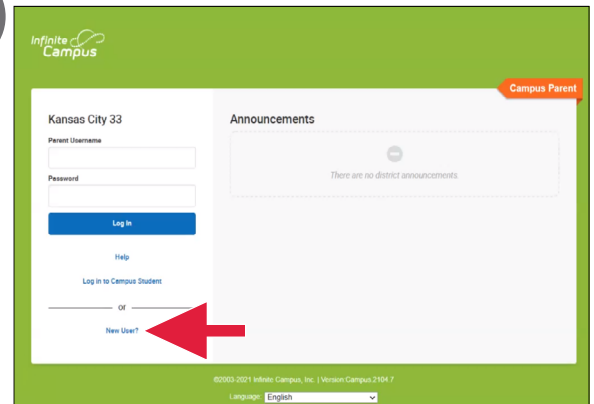
1
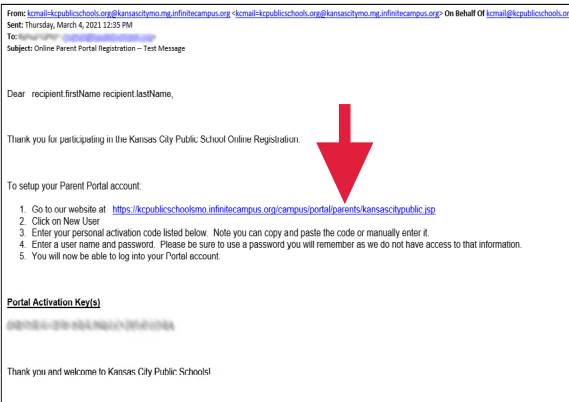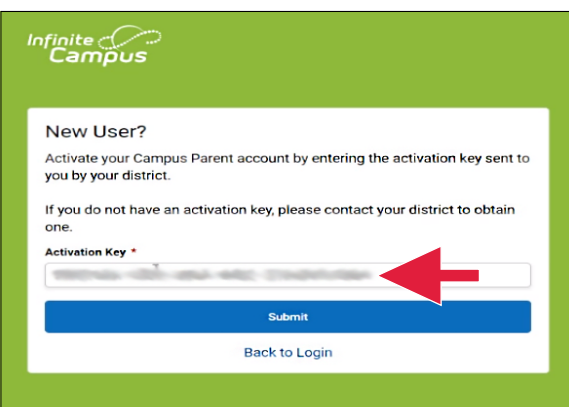

Open your email and click the Infinite Campus link within the email or click here https://kcpublicschoolsmo.infinitecampus.org/campus/portal/parents/kansascitypublic.jsp.This will take you to the Infinite Campus login screen.

2
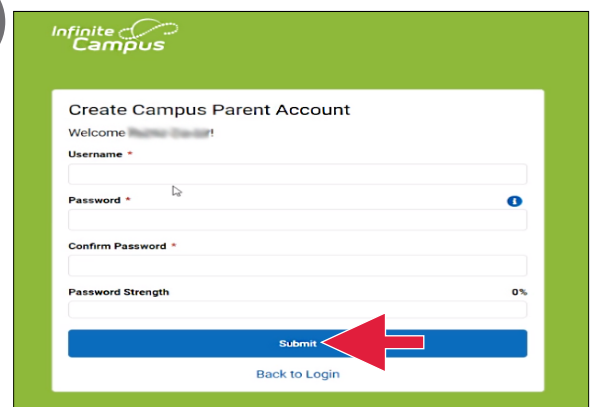

Then Click on New User.

3

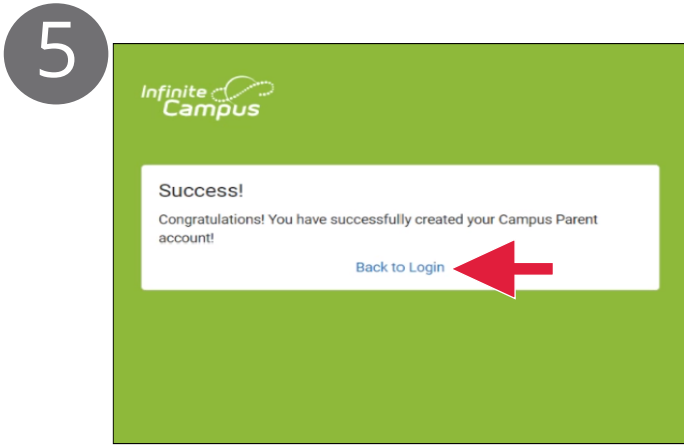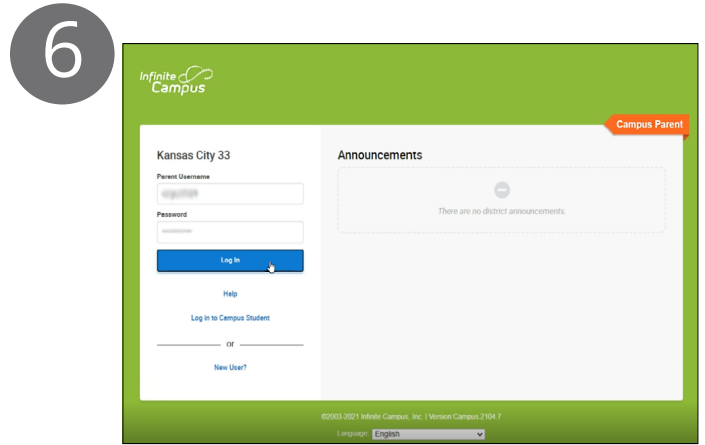Enter the Activation Key from your email under Portal Activation Key.Then click Submit.

4

Create a username and password. Then click Submit.

If you did not receive an email with the activation key please contact your school's administraton.

5

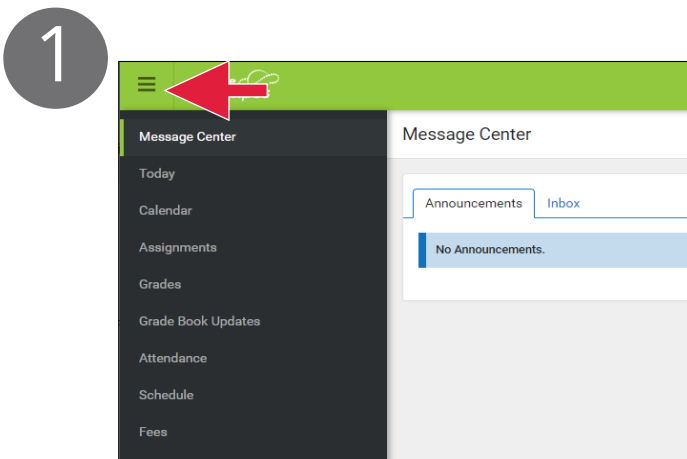
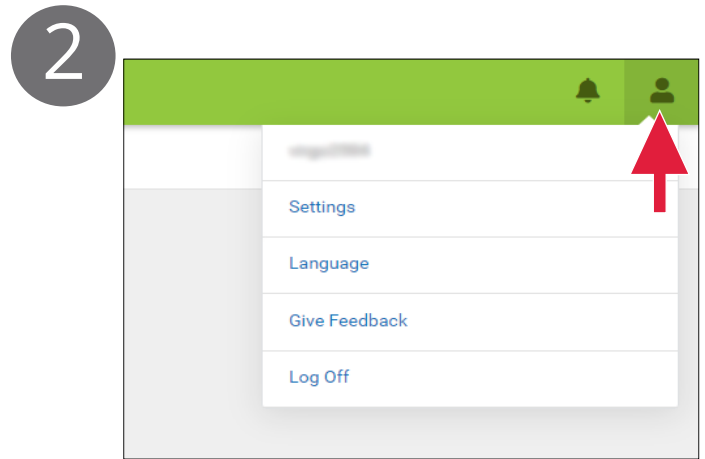Click Back to Login and you will be taken back to the login screen.

6

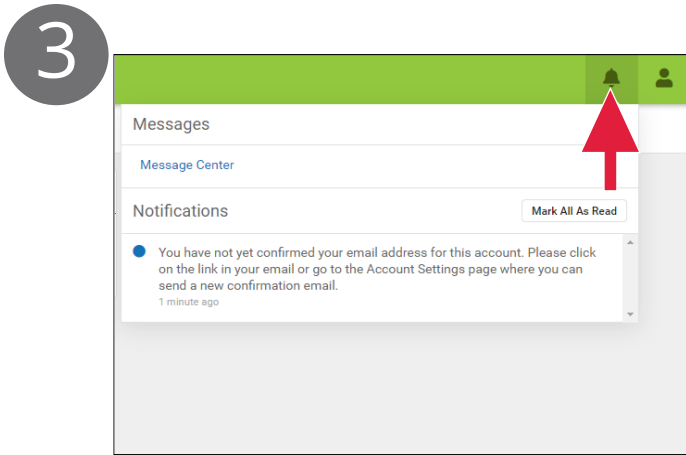Use the username and password you just created to log into Infinite Campus.
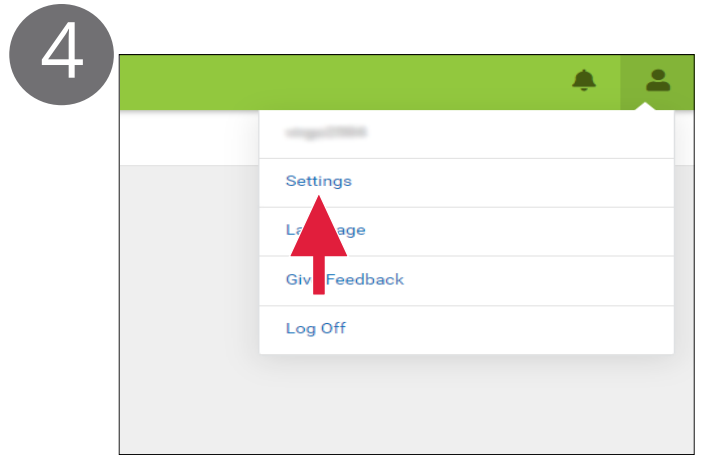
Campus Parent Homepage

1

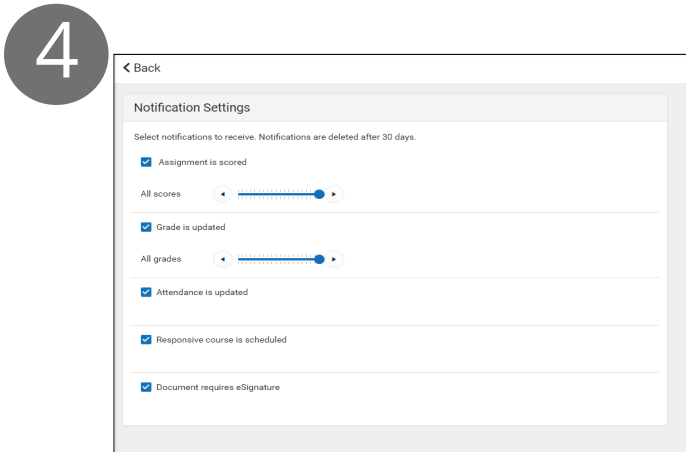Navigate between tools in the menu on the left by clicking the three lines in the upper left corner.

2

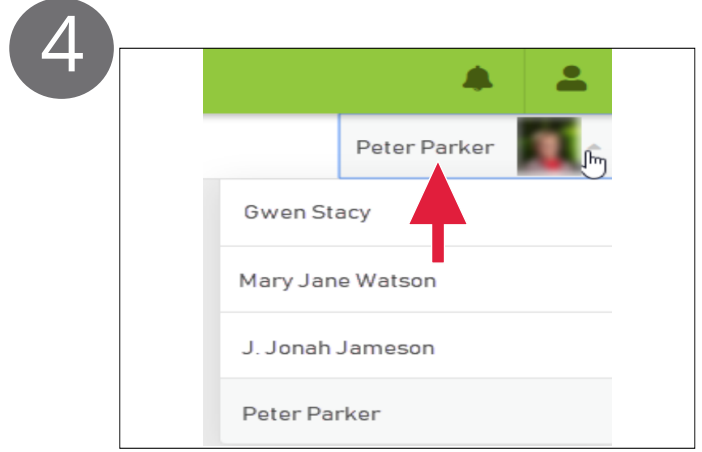Click the person icon in the upper right corner to view the user menu.

**3** Click the bell icon in the upper right corner to view all notifications.

**4** To opt in or out of specific notifications, go to the User Menu and select Settings.

4 Click on Notification Settings and choose which alerts you want to see in your notifications.

4 To switch and view another student's information, click their name and select your other student from the dropdown.
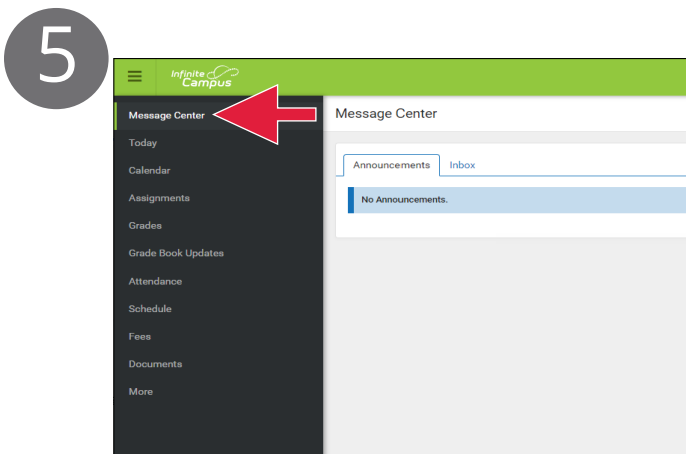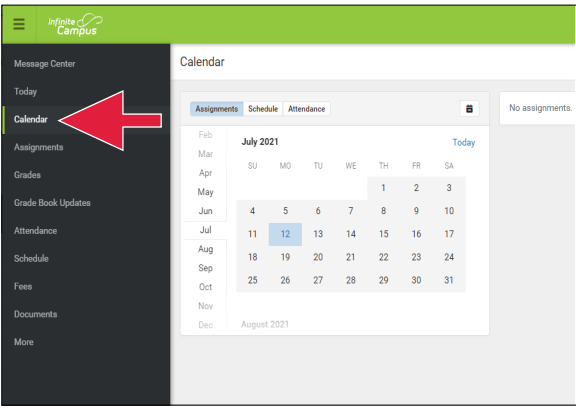

5 The Message Center displays district and school announcements. You can view your messages under the inbox.
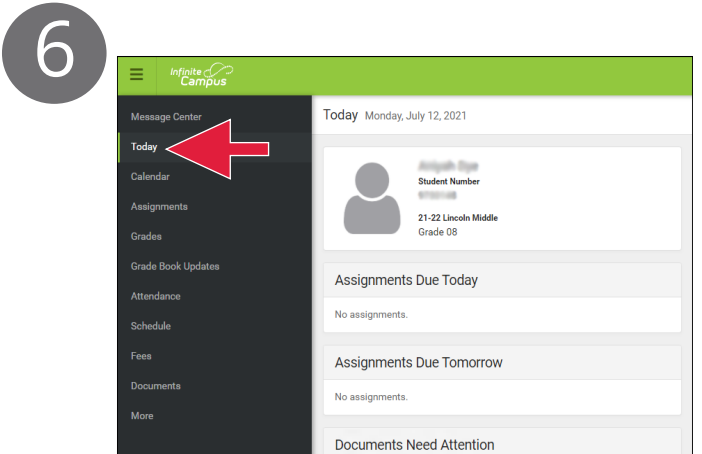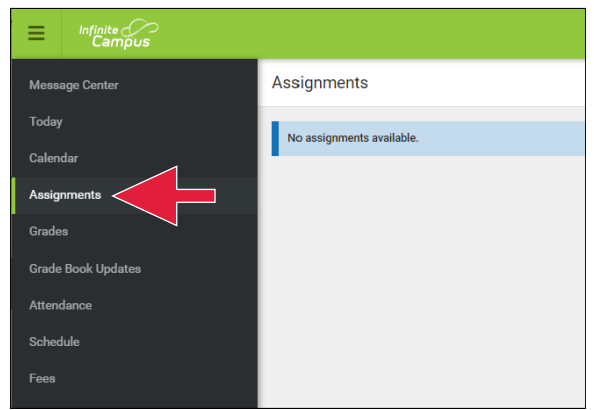

6 Today shows any assignments due today or tomorrow for the selected student.
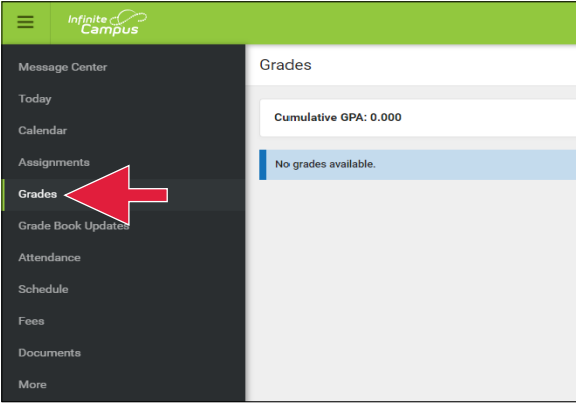
7

Calendar displays assignments and attendance events (absences or tardies). You can view past and future events by adjusting the date.
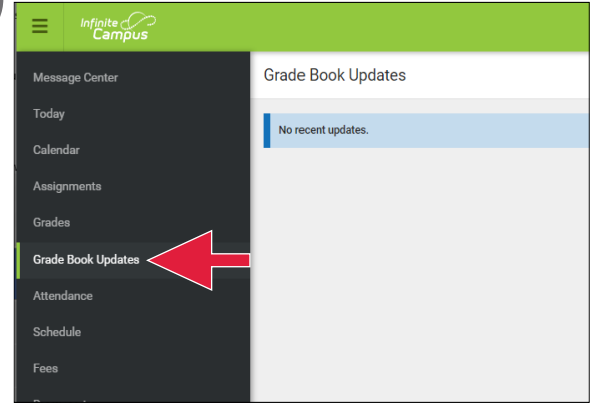
8

Assignments displays all completed assignments with scores, flags, and teacher notes, sorted by date.
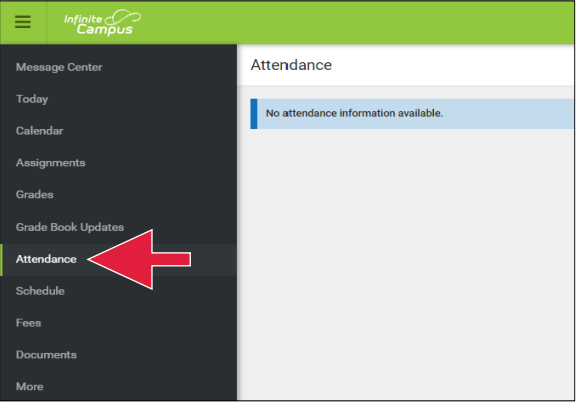
9

Grades shows the GPA, posted grades, and current in-progress grades for all classes.
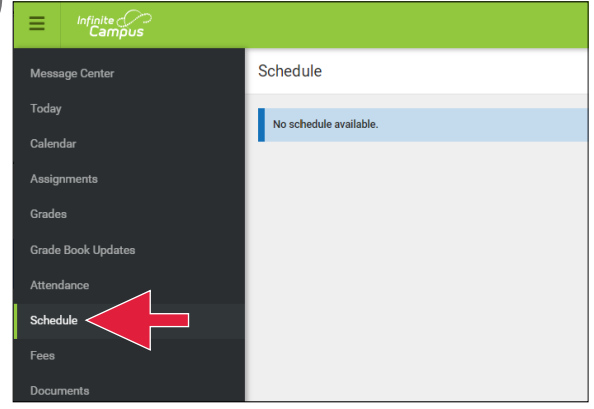
10

Grade Book Updates lists all of the assignments that have been scored or updated.

11

Attendance lists all attendance events (absences and tardies) in the chosen term.

12

Schedule shows the student's schedule for each term.

13

Academic Plan shows the student's current progress towards required credits for graduation. (high school student's only).

14

Fees displays currently owed fees and allows you to pay them.

15

Documents is where you can find files relevant to the student.