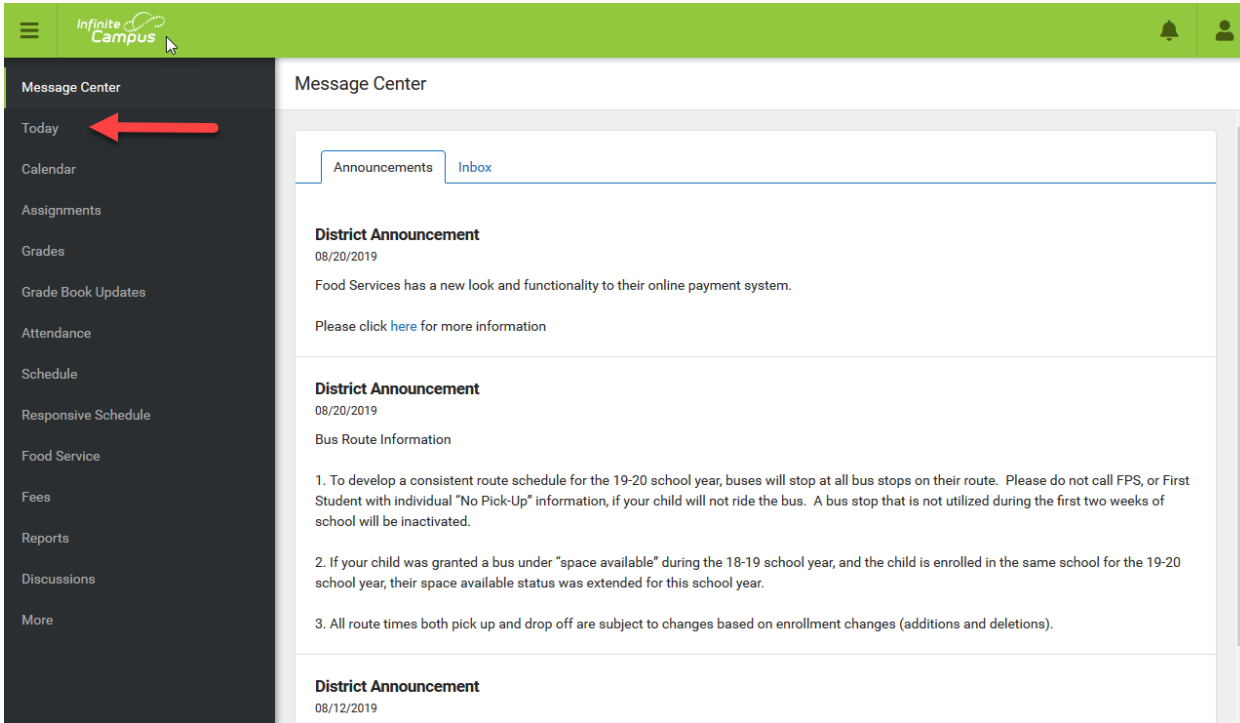
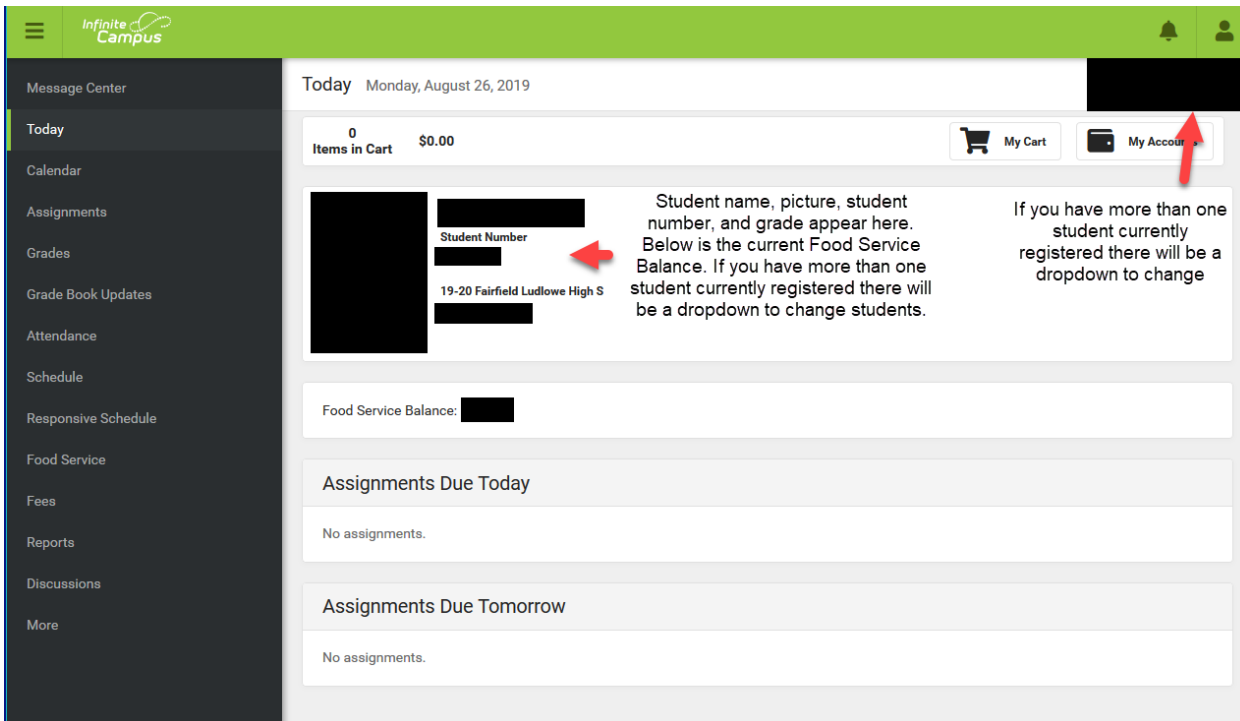


The Fairfield Schools Infinite Campus Portal: Parent Guide

This is the first screen you will see. If there are notices from the district or the school, or messages posted to your Infinite Campus in box you would find them here.



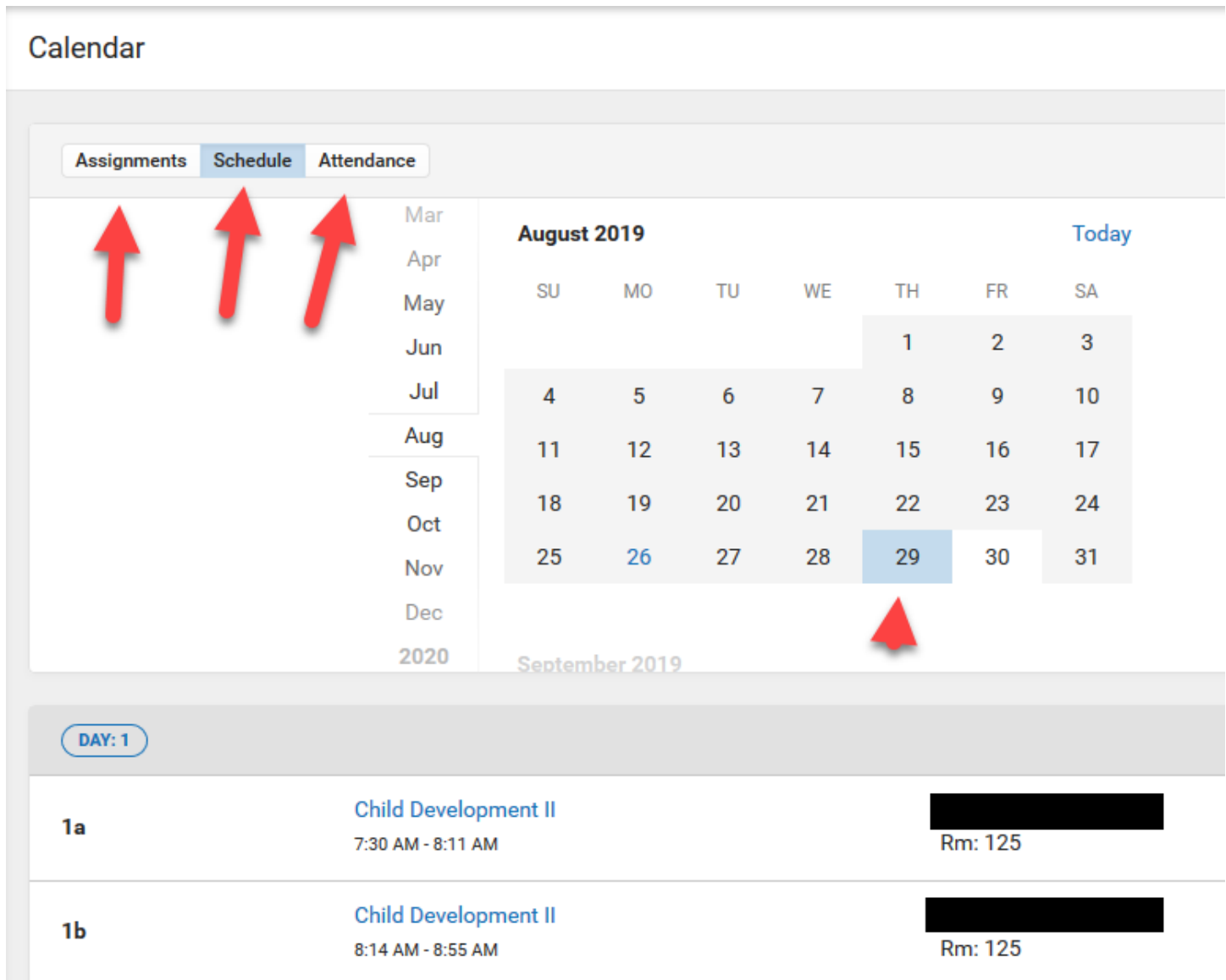
Clicking the Today link will show information about your child.



Parent Portal Login Address: <https://fairfieldct.infinitecampus.org/campus/portal/parents/fairfield.jsp>

On the left hand side of the screen are a number of links for important information about your child.

Calendar displays a calendar for the current month. You can choose a different day or month if you wish. You can choose to see assignments, the schedule, or attendance for that day.



Calendar

Assignments **Schedule** Attendance

Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2020

August 2019 Today

SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

DAY: 1

1a	Child Development II 7:30 AM - 8:11 AM	Rm: 125
1b	Child Development II 8:14 AM - 8:55 AM	Rm: 125

Assignments will display all assignments

Grades are available through the grades tab (except for elementary schools, where only progress report grades starting with the March 2013 report will be posted)

- **In progress grades** are those calculated based on assignments for a current marking period and are shaded in yellow. Final grades are those for a marking period, semester, midterm or final exam and are shaded in green.

Attendance shows attendance details.

Schedule shows a student's schedule for each semester.

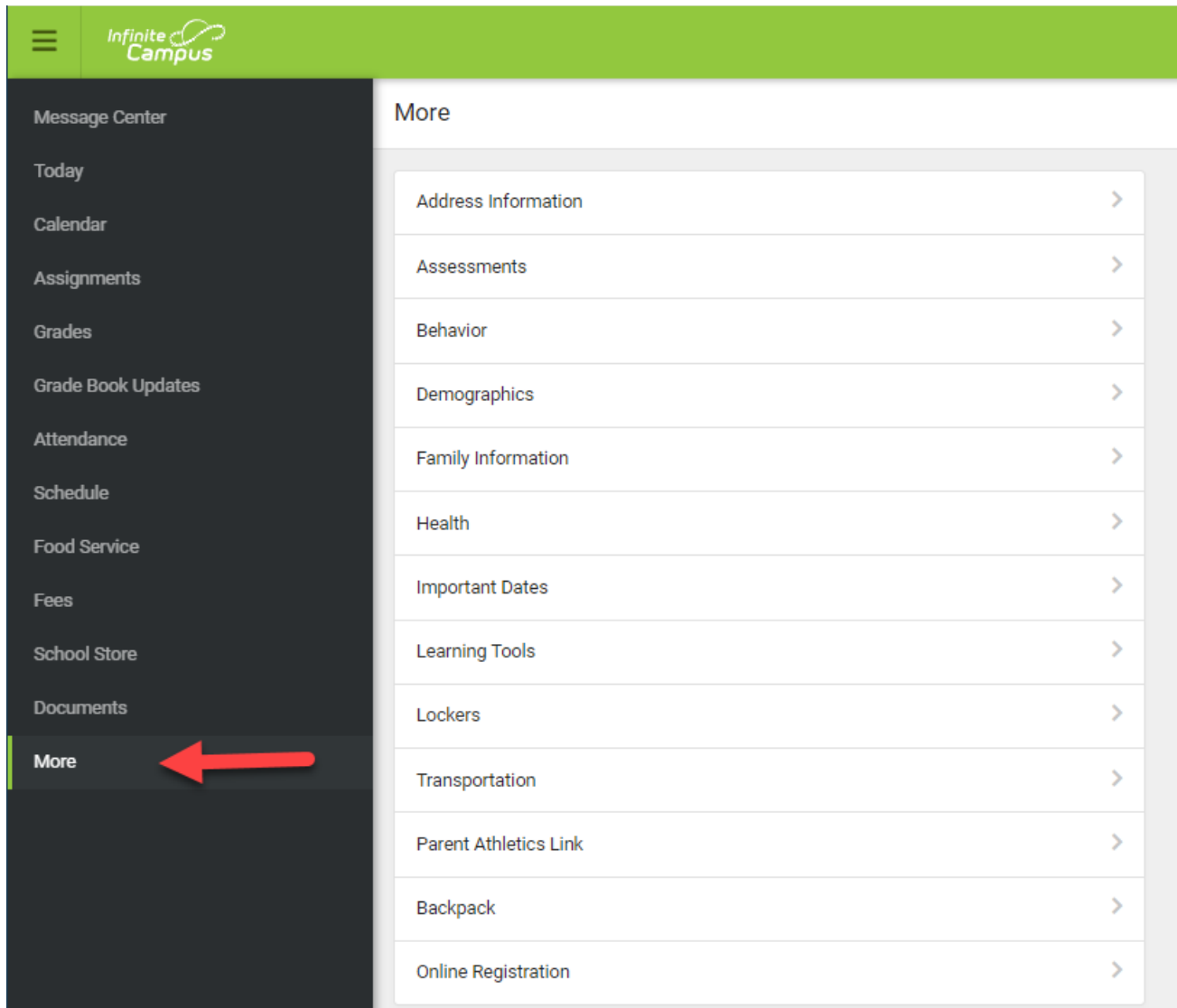
Parent Portal Login Address: <https://fairfieldct.infinitecampus.org/campus/portal/parents/fairfield.jsp>

Food Service is the section where you can check their account balance, make deposits to your child's account, and view purchase information.

Fees is where you can make payments for school programs.

Documents provides you with a printable schedule for your child(ren) as well as current progress reports.

More gives you access to another set of menus as explained below. Not all options seen are currently in use.



Address Information shows the primary address and phone. Any other phone or email address will be reviewed and updated by staff. Student home address changes may not be approved over portal. Please call the registrar at 203-255-8377 to make an appointment and to learn what documentation is necessary to update this information. Approvals could take several days for that information to be applied. You will receive notification in your portal inbox when your request has been processed.

Assessments is the location for viewing all assessment scores currently in IC.

Demographics shows some student information and also any non-household relationships. This is where Emergency contacts can be added, updated, or removed.

Parent Portal Login Address: <https://fairfieldct.infinitecampus.org/campus/portal/parents/fairfield.jsp>

Family Information is where family information can be viewed and updated. This screen provides the ability to update your phone numbers and email addresses for all members of your family:

Complete the information required, and then click “send update”.

Please note: Only home phone numbers will be updated immediately. All other requests will go through a review process and could take several days before appearing on the portal. You will receive a notification in your inbox on the portal when your request has been processed.

Health displays health information on file.

Important Dates show school holidays and vacation days.

Transportation shows bus information.

Parent Athletic Links is used by parents in Middle and High school to register their children for athletic teams.

Campus Backpack stores pdf files of past report cards and assessments.

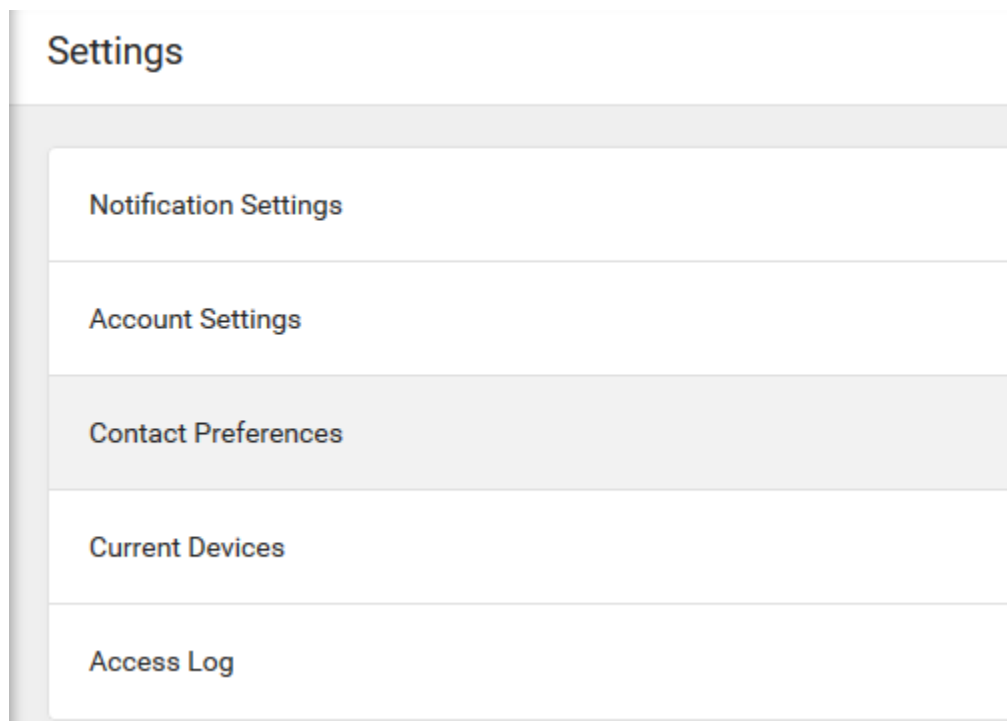
Online Registration has two functions. One, it can be used to register a new student. Secondly, it can be used to access the online Demographic Update.

The People Icon on the top right of the screen gives you access to a third and very important option, the Settings menu.

The screenshot displays the Infinite Campus Parent Portal interface. At the top, there is a green header with the Infinite Campus logo on the left and a user profile icon on the right, indicated by a red arrow. Below the header is a dark sidebar menu with various options like 'Message Center', 'Today', 'Calendar', 'Assignments', 'Grades', 'Grade Book Updates', 'Attendance', 'Schedule', 'Responsive Schedule', 'Food Service', 'Fees', 'Reports', 'Discussions', and 'More'. The 'More' option is highlighted. The main content area shows a 'More' dropdown menu with a red arrow pointing to it. This menu lists several categories: 'Address Information', 'Assessments', 'Demographics', 'Family Information', 'Health', 'Important Dates', 'Transportation', 'Campus Backpack', and 'Online Registration', each with a right-pointing chevron. To the right of this menu is a user profile dropdown menu, also indicated by a red arrow, which contains a blacked-out name and four options: 'Settings', 'Language', 'Give Feedback', and 'Log Off'.

The Settings Menu

Parent Portal Login Address: <https://fairfieldct.infinitecampus.org/campus/portal/parents/fairfield.jsp>



Settings Menu Options

Notification Settings is where you can set your notification options for assignment, attendance and grade changes as well as food service low balance notices.

Account Settings is where you configure your Account Security Email which can be used to reset your password. You can also change your password manually on this tab.

Contact Preferences – Keeping contact preferences current and accurate is extremely important. This information is used by teachers and administrators to contact you by email, phone, and text. In this tab are fields for cell phone, work phone, or other phone numbers as well as primary and secondary email addresses.

Contact Preferences

Cell Phone

[Redacted]

Work Phone

() - X

Other Phone

() - X

Email Address

[Redacted]

Secondary Email Address

[Redacted]

Preferred Language

Your district may send some communications in languages other than English.
language.

US English ▼

This tab is also used to configure what notifications are received for each email address and phone number you list. Choosing a checkbox makes that option active. Further more specific information is below.

Parent Portal Login Address: <https://fairfieldct.infinitecampus.org/campus/portal/parents/fairfield.jsp>

Phone | Email

	VOICE	TEXT (SMS)
Priority	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>
General	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Messenger	<input type="checkbox"/>	<input type="checkbox"/>
Emergency	<input type="checkbox"/>	<input type="checkbox"/>
Food Service	<input type="checkbox"/>	<input type="checkbox"/>

Inactive Options

	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Food Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Active Options

Message Contact Preferences:

This area is very important as this is where you indicate to the district how you wish to be contacted for various types of communication, **including messages from the district for emergency closures, early dismissals, medical emergencies and teacher communiques.**

Please select which contact methods (household phone, cell phone, work phone, email) you wish the district to use when communicating with **You**. See the following chart for the explanation of the types of contact reasons.

Parent Portal Login Address: <https://fairfieldct.infinitecampus.org/campus/portal/parents/fairfield.jsp>

Contact Reason	Description
Emergency	Emergency messages are sent to contacts based on the contact phone numbers and email addresses marked to receive emergency messages on the Census > People > Demographics tab.
Attendance	Attendance messages notify guardians when students are absent or tardy from class.
Behavior	Behavior messages notify guardians when a student is involved in a behavior incident.
General	General messages are any messages labeled as general by the district or school.
Priority	Priority messages are messages that are labeled "High Priority" by the person who created the message.
Teacher	If given rights by the district or school, teachers can send messages to guardians regarding failing grades and missing assignments. They can also send general announcements.

Please click on the appropriate box for your contact preferences. You may click more than one in each category.

Remember the following tips when making your selection:

1. Please note text messaging is only available on cell phones that allow texting, and depending on your plan you may be charged a fee for the message.
2. Please note that for voice calls, particularly to home phones that a call may come very early in the morning (i.e. 5:30 am) for closures or delays due to weather events and the like.

If you do not select a method, you will not receive messages for those events. This area may be updated at any time.

Please remember to click "save" when you have completed your selections.

If you do not see a phone number or email address listed that you wish to add : Please click on the tab labeled "**Family Information**". See above section on Family Information.

If you have questions or require assistance, please email reghelp@fairfieldschools.org

We will respond during normal business hours, M-F 8:30- 4:30