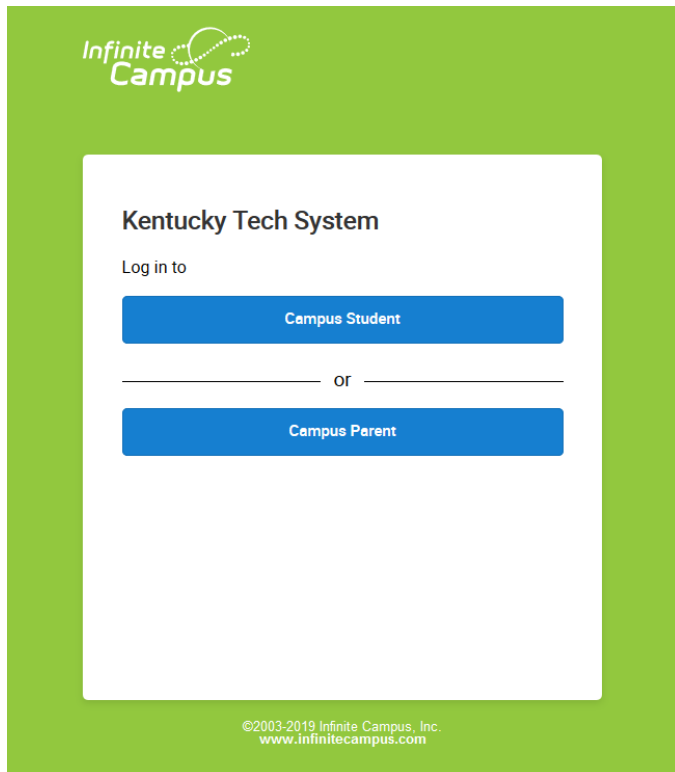


KENTUCKY TECH SYSTEMS
(for Area Technology Centers [ATC] and Regional Career Academies [RCA])
PARENT PORTAL ACCESS INSTRUCTIONS

By logging into the Kentucky Tech Systems Parent Portal the user agrees to the Acceptable User Policy that can be found under the District Announcement section of the login screen

Step-by-Step Instruction for New Users

1. First time users will need to obtain a Campus Portal Activation Key (GUID) from the ATC or RCA office staff. Activation keys will only be given in person with a valid picture ID, or you can request to have the activation key sent home with the student. Activation keys will not be given by phone.
 - a. Attention ATC & RCA Office Staff: Activation key (GUID) numbers can be found by printing a Person Summary Report from Census > People record. Additionally, be sure to provide the *parent's* Person Summary report and *not the student's*.
2. Log in using the hyperlink below:
[KTS IC Parent Infinite Campus Portal](#)
3. From the login screen, select Campus Parent



Infinite Campus

Kentucky Tech System

Log in to

Campus Student

or

Campus Parent

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www.infinitecampus.com

4. Click on the New User? hyperlink if you are a new user to Campus Portal



Campus Parent

Kentucky Tech System

Parent Username

Password

Log In

[Forgot Password?](#) [Forgot Username?](#) [Help](#)

[Log In to Campus Student](#)

or

[New User?](#)

Announcements

Thursday August 31, 2017

THIS IS THE KENTUCKY TECHNICAL SCHOOL STUDENT/PARENT PORTAL

Only students or parents of students who attend a Kentucky Technical School will be able to use this portal login. If your student attends another Kentucky school, you must contact them in order to obtain the unique URL address for their Portal Login.

Monday March 16, 2015

KTS Parent/Student Portal Acceptable User Policy

The Kentucky Technical Schools Parent/Student Portal allows you to track your child's academic progress in their technical courses and to develop a partnership with the technical teacher. Infinite Campus is a secure and convenient way to monitor your child's attendance, assignments, daily grades, and technical school class schedule. In response to the privilege of accessing the site, every user is expected to act in a responsible, ethical, and legal manner. By accessing the Parent/Student Portal, the user is required to adhere to the following guidelines:

- User will not share their password with anyone.
- User will not attempt to harm or destroy data of their own child, of another user, of the school district network, or from the Internet through the access of the Parent Portal.
- User will not use the Parent Portal for any illegal activity, including violation of Data Privacy laws.
- User will not access data of any account owned by another user.
- User who identifies a security problem with the Parent/Student Portal must notify the technical school staff immediately, without demonstrating the problem to any other user.
- User who are identified as a security risk to the KTS Parent Portal or any other KTS network will be denied access to the Parent/Student Portal.

I have read the KTS Parent/Student Portal Acceptable User Policy, and I agree to abide by the support of these rules. I understand that if I violate any terms of the Acceptable User Policy that I may lose my privilege to use the KTS Parent/Student Portal and may be liable for civil and/or criminal consequences. **By entering my username/password and accessing the Parent/Student Portal I am agreeing to the KTS Acceptable User Policy above.**

5. Enter the Activation Key (GUID number) that was provided to you by your technical school office staff in the Activation Key space, and click Submit.



New User?

Activate your Campus Parent account by entering the activation key sent to you by your district.

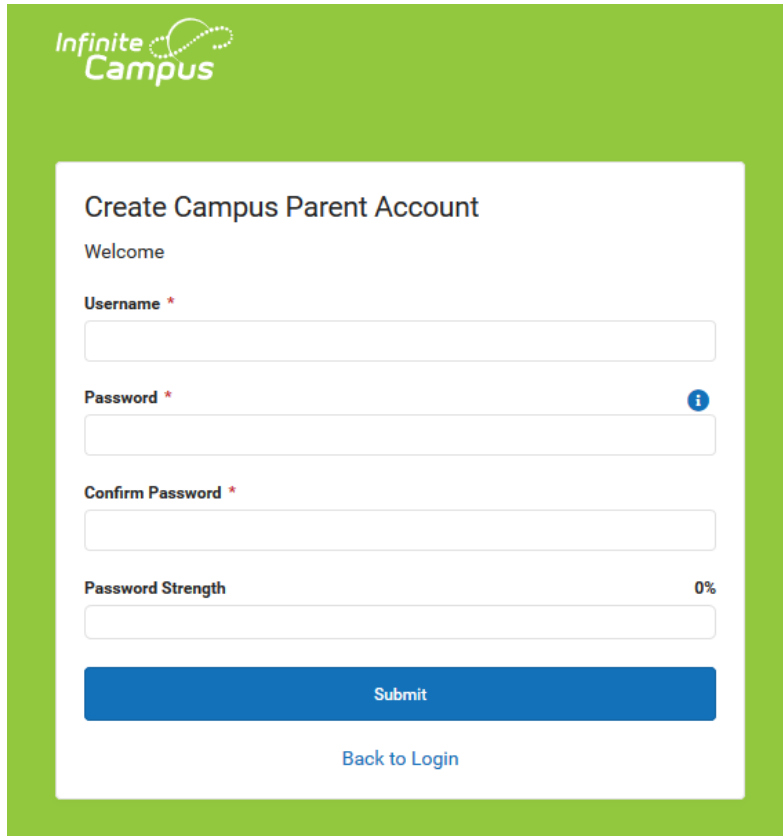
If you do not have an activation key, please contact your district to obtain one.

Activation Key *

[Submit](#)

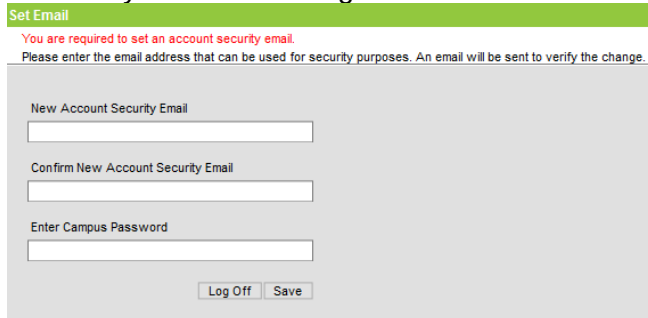
[Back to Login](#)

6. You must now create a Username and Password.
 - a. Type your desired Username in the area indicated.
 - b. Type your desired Password in the area indicated. Passwords must be a minimum of 6 characters. Keep in mind that passwords are case sensitive.
 - c. Retype your Password.
 - d. Click on Submit when you are finished.



The screenshot shows a web form titled "Create Campus Parent Account" set against a green background with the "Infinite Campus" logo. The form includes a "Welcome" message, followed by input fields for "Username *" and "Password *". The password field has an information icon. Below the password field is a "Confirm Password *" field. A "Password Strength" indicator shows "0%". At the bottom of the form is a blue "Submit" button and a link that says "Back to Login".

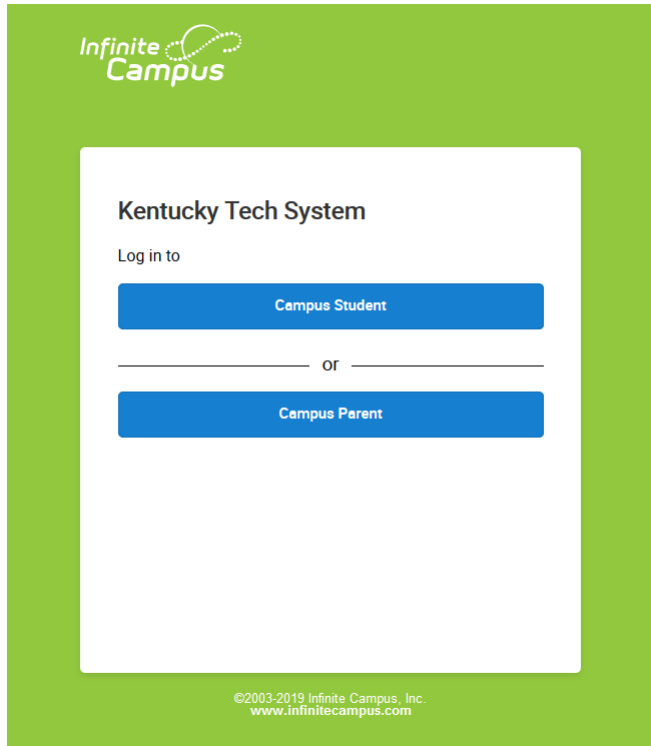
7. NOTE: It is important to keep your access information private. Do not share with anyone.
8. You are now ready to log into the system! Use the newly created username and password to log in.
9. The first screen you will see is the Set Email screen. Add an email address to receive emails if you should ever get locked out in the future.



The screenshot shows a "Set Email" form with a green header. Below the header, a red message states: "You are required to set an account security email. Please enter the email address that can be used for security purposes. An email will be sent to verify the change." The form contains three input fields: "New Account Security Email", "Confirm New Account Security Email", and "Enter Campus Password". At the bottom right, there are two buttons: "Log Off" and "Save".

Returning Users

1. Log in using the hyperlink below:
[KTS IC Parent Infinite Campus Portal](#)
2. From the login screen, select Campus Parent



3. In the boxes indicated type in the Username and Password you created and click the Log In button.

Kentucky Tech System

Parent Username

Password

Log In

[Forgot Password?](#) [Forgot Username?](#) [Help](#)
[Log In to Campus Student](#)

or

[New User?](#)

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- If you have problems logging select the Forgot Password, Forgot Username, or Help hyperlinks
- Once logged in, enter a security email address on the Set Email screen

Set Email

You are required to set an account security email.

Please enter the email address that can be used for security purposes. An email will be sent to verify the change.

New Account Security Email

Confirm New Account Security Email

Enter Campus Password

Log Off Save

6. To update your security email address, log into your Parent Portal account, click on the avatar, top right corner of the screen, select Settings, then select Account Settings. Click Update next to Account Security Email and follow the prompts to add a new email address. Select Save.

