

# Campus Parent Portal

Campus Parent portal puts school information at your fingertips with real-time access to announcements, assignments, attendance, grades, schedules, and more! Infinite Campus allows mobile access as well as browser access.

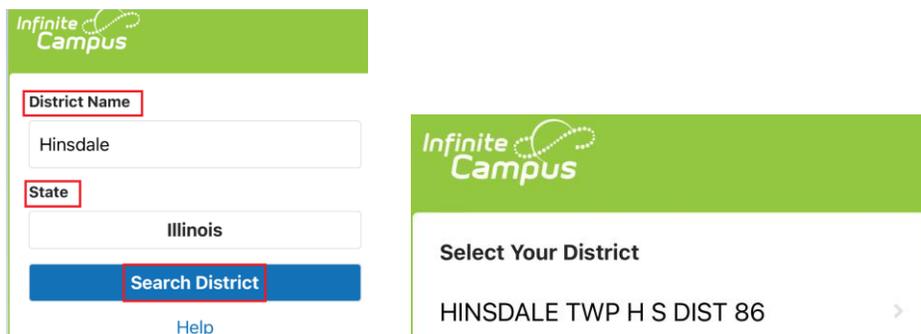
## Logging in to the App

The Campus Parent app provides the same tools as the browser version, with the benefit of the option to Stay Logged In and receive push notifications.

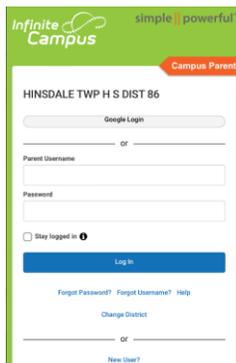
- Download the app from the App Store or Google Play



- Search for your **District Name** and **State**, entering at least 3 characters of your district's name to search. Select your district from the list.



- Enter your **Username** and **Password** you previously set up.

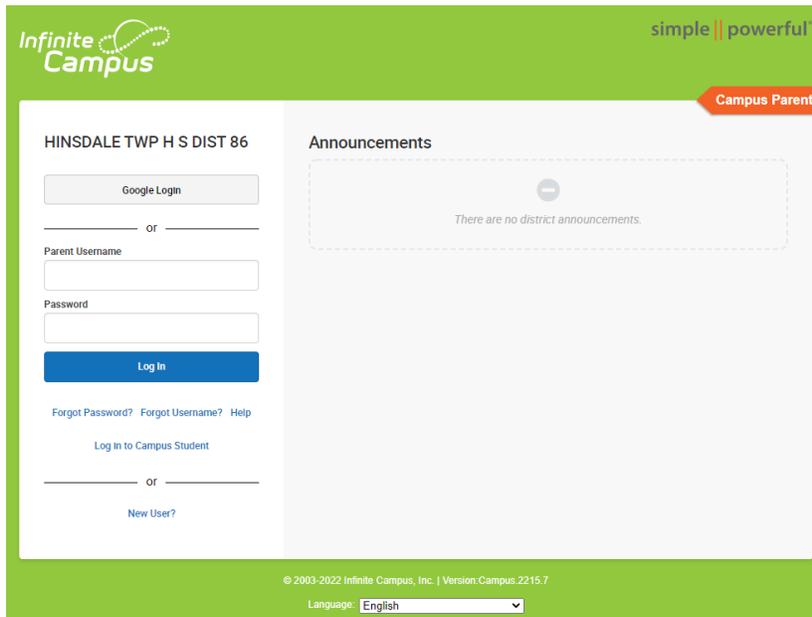


- If using a secure, private device, mark **Stay Logged In** to receive mobile push notifications, if enabled by your school.
- Click **Log In!**

# Campus Parent Portal

## Logging in from a Web Browser

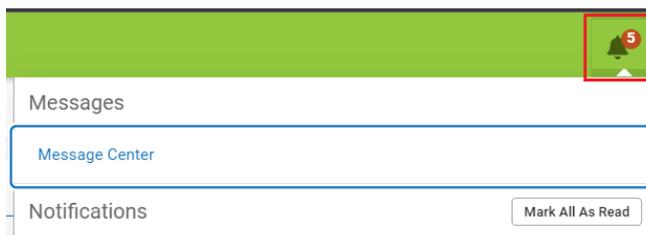
- Please go to [Parent Portal Login Site](#) to Login.
- Enter the **Username** and **Password**
- Click **Log In!**



## User Notifications

Click the Notifications in the top right corner for notifications/messages.

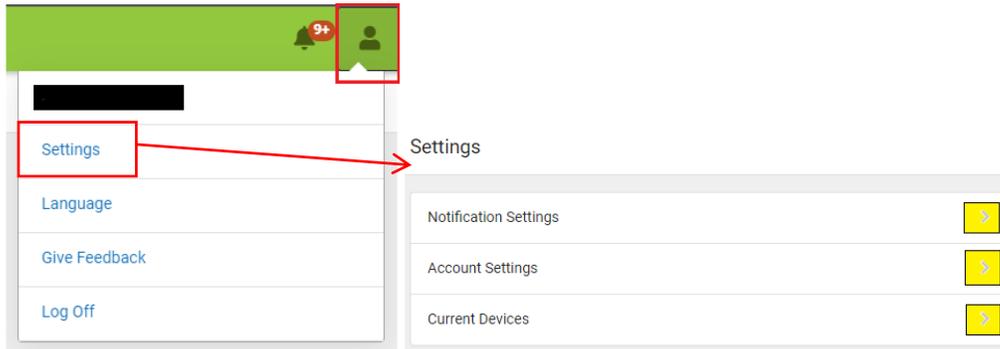
### Notifications



# Campus Parent Portal

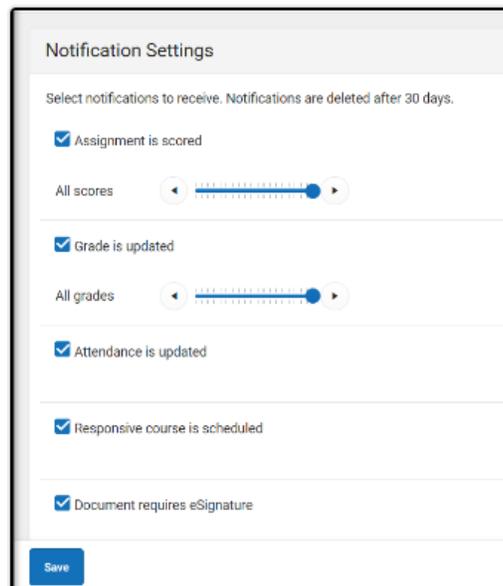
## User Settings

User Settings allow users to update their information/preferences. Click the user menu in the top right and then click Settings



## Notification Settings

Notification settings allow users to opt out of receiving specific kinds of notifications and establish thresholds for those they want to receive. Set thresholds to only receive notifications when a grade or score falls below the selected percentage or a lunch balance falls below the selected dollar amount. Click the arrows to change the threshold or click and drag the dot.



## Account Settings

Account settings allow users to update their security email on record or to change their Password and E-Signature PIN.

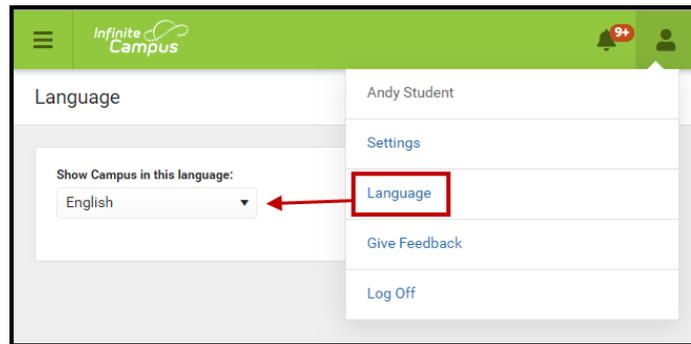
- The Account Security Email is the email used if a user forgets their username or password.

# Campus Parent Portal

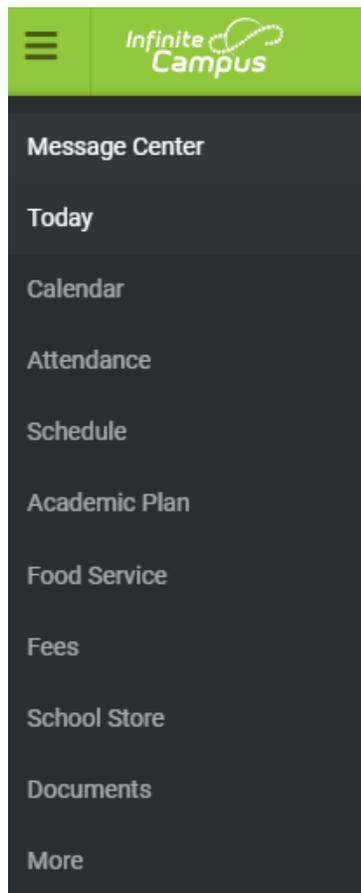
- Passwords can only be modified if the district has enabled Password Reset. Strong passwords are enforced, meaning that passwords should have a mix of letters, number, and characters to make them more secure.

## Language Settings

From the user menu, click **Language** to change the language that Campus Parent displays in.



## Tools Available in the Campus Parent



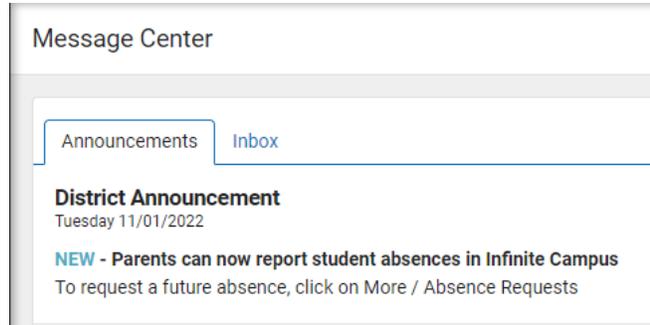
# Campus Parent Portal

## Message Center

The Message Center includes announcements are posted at a school or district level. Click *Show More* to display additional text for longer announcements.

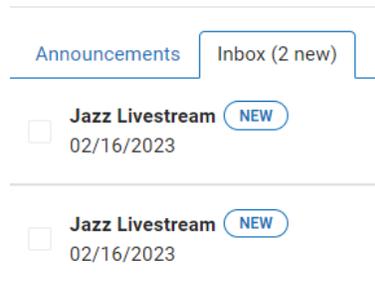
## Announcements

Announcements provide a way to announce upcoming events, school bulletin, district happenings, etc. Announcements display based on the timeline.



## Inbox

Inbox displays messages sent to the parents, including those from school, teachers, etc.



# Campus Parent Portal

## Today

The Today view shows the selected student's schedule for the current day and lists any assignments due today or tomorrow.

The schedule shows the times of the periods during the day and the student's courses, with the teacher's name and room assigned.

The assignments list covers all of the student's courses, including those that may not meet on the current day.

Today Wednesday, January 2nd 2019

Andrew Student  
Student Number  
123456789  
18-19 Harrison High  
Grade 12

Food Service Balance: \$0.00

Assignments Due Today

Themes Worksheet - Bildungsroman  
AP English /10

Assignments Due Tomorrow

3 (12/31 - 03/29)

DAY: DAILY

1 8:00AM - 8:55AM AP English Teacherson, Katie Rm: 1211

3 10:00AM - 10:55AM Physics A Yarham, Dennis Rm: 367

4 11:00AM - 11:55AM American & British Literature Teacherson, Katie Rm: 1018

6 1:00PM - 1:55PM Pre-Calculus A Lifellearn, Zelos Rm: 1001

## Calendar

The Calendar displays data in three different modes, *Assignments*, *Schedule*, and *Attendance*.

For *Assignments* and *Attendance*, dots display below dates that have data. Select a mode and date to view data for that day.

In *Assignments* mode, a button displays to show the Weekly Overview, which shows all assignments for the selected week.

Calendar

Assignments Schedule Attendance

Nov  
Dec  
2019  
Feb  
Mar  
Apr  
May  
Jun  
Jul  
Aug  
Sep

April 2019

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

May 2019

AP Literature

1 Absent Excused ABSENT EXCUSED

College Visit

Pre-Calc

# Campus Parent Portal

## Attendance

The Attendance tool lists the absences and tardies for attendance taking periods in the selected term. Click on a period to view details.

The screenshot shows the 'Attendance' tool for 'Andrew Student'. It displays a table for term '2' with columns for 'COURSE', 'ABSENT', and 'TARDY'. The courses listed are AP Calculus (0 absent, 0 tardy), AP English (2 absent, 0 tardy), Physics A (1 absent, 2 tardy), and World History A (0 absent, 0 tardy). A red arrow points from the 'AP English' row to a detailed view window. This window shows 'Period Absences' with 1 excused, 1 unexcused, 0 exempt, and 0 unknown. It also shows 'Period Tardies' with 0 excused, 0 unexcused, 0 exempt, and 0 unknown. Below this, a list of 'Absences' includes '12/15/2016 - Absent Unexcused' and '10/28/2016 - Absent Excused'.

## Schedule

The Schedule tool shows the student's schedule for each term, including any day rotations. Schedules are shown for all the whole year, all terms, and all of the student's enrollments.

Each schedule includes the times of the periods during the day and the student's courses, with the teacher's name and room assigned. If a day rotation is in place, the day is indicated in the top right corner of the schedule.

The screenshot shows the 'Schedule' tool for 'Andrew Student'. It displays a list of courses for term '1' (07/03/2017 - 10/06/2017). The courses are: 1. AP Literature (8:40AM - 9:35AM) by Teacherson, Katie in Rm: 1004; 2. Personal Finance (9:45AM - 10:05AM) by Abra, Dean in Rm: 210; 3. AP US History (10:10AM - 11:05AM) by Benson, Denna in Rm: 1004; 4. Spanish II A (11:05AM - 12:04PM) by Lifellearn, Lewis in Rm: Tech Lab B.

## Academic Plan

The Academic Plan displays the student's assigned Academic Program and the courses the student has planned to take in each school year. It's recommended that the Academic Plan be viewed on a larger device, if possible.

# Campus Parent Portal

**Academic Plan**

Choose an Academic Plan: HS Graduation ▼

Post Grad Location In-State ▼ Post Grad Plans Four Year Public ▼

**Next**

Academic Plan Save Course Plan Report Progress Report Search the Course Catalog ▼

Program: JHS Graduation Program

I, Michael Student, approve this Academic Plan.

ALERT: Course Requirement not met: Social Studies  
 ALERT: Course Requirement not met: Personal & Financial Literacy  
 ALERT: Course Requirement not met: Biology

Grade: 09 0.0 / 6.0      Grade: 10 2.0 / 7.0 !      Grade: 11 2.0 / 6.0 !      Grade: 12 1.0 / 2.0 !

**English/Language Arts (3.0 / 4.0)**

0.0 / 1.0 1.0 / 1.0 1.0 / 1.0 1.0 / 1.0

ALERT: Not enough credits selected in English/Language Arts to meet the minimum plan requirements.

**Family and Consumer Science (0.0 / 2.0)**

0.0 / 1.0 0.0 / 1.0 0.0 / 0.0 0.0 / 0.0

## Assignments

The Assignments tool collects all of a student's assignments with the focus on today.

Use the **Missing** and **Current Term** buttons at the top to filter assignments.

Assignments Andrew ▼

**Missing** **Current Term** Today

TKAM Character Worksheet 13/15 (86.66%) >

American & British Literature

Africa Map Comparison Worksheet 8/10 (80%) >

English 10

**Friday 08/10** TODAY

Cell Model Project >

AP Literature

pg. 47 #1, 3, 5, 7, 9 >

Pre-Calculus A

**Monday 08/13**

TKAM Character Essay >

American & British Literature

Nelson Mandela Book Report >

English 10

**Tuesday 08/14**

pg. 53 #1, 3, 7, 9, 13 >

Pre-Calculus A

## Grades

The Grades tool shows all of the grades earned by the selected student for all tasks. Posted grades are displayed in bold, with In-Progress grades indicated as "In-progress." The student's Cumulative GPA also displays at the top of the Grades tab if enabled. Show grades for a single term or for the whole year by selecting an option at the top. Expand the Settings menu to *Hide dropped courses*, *Hide rows without grades* or

Grades

All Terms 1 2 3 4

Term 1 Print Reset

Grade Settings Settings ▲

Hide dropped courses  
 Hide rows without grades or assignments  
 Expand All  Collapse All

Cumulative GPA: 2.05

Pre-Calculus !

Progress ! (85%)

Term Grade ! (85%) In-Progress

English 10

Demonstrate proficiency in basic concepts of scholarly writing P

Cite thorough textual examples (explicit and inferred) to support analysis P

Determine theme and explain how specific details reveal the author's theme I

Summarize the story without including personal opinions WP

Analyze how complex characters develop, interact, and advance the plot P

Pre-Calculus

(1) Term Grade ! (85%) In-Progress

Grade Total ! (85%)

Homework ! (85%)

17g Worksheet ! (85%)

Due: 08/27/2018

20/25

pg 45 - #1, 3, 7, 9, 13 ! (85%)

Due: 08/14/2018

46/50

Introduction to Pre-Calc ! (85%)

Due: 08/16/2018

23/25

# Campus Parent Portal

assignments, or expand or collapse all courses.

## Food Service

The Food Service tool allows parents and students access to the following food service information:

- Current account balances
- Transactions (food item purchases, account deposits of cash, check and credit card, when enabled)
- Account history (historical transaction records)
- Account adjustments (debits/credits)

The screenshot shows the 'Food Service' interface. At the top, there is a table with columns 'ACCOUNT NAME', 'ACCOUNT #', and 'BALANCE'. Two rows are visible: 'Dave Echard' with account # 4219 and balance \$0.00, and 'Cassa Echard' with account # 6209 and balance \$43.00. A red box highlights the 'Cassa Echard' row, and a red arrow points down to a detailed view of this account. The detailed view shows a 'Time Frame' dropdown set to 'Last 7 days'. Below this, it displays 'Totals for selected time frame' with 'Current Balance' at \$35.75 and 'Starting Balance' at \$45.00. It also shows 'Money In' at \$0.00 and 'Money out' at \$9.25. A list of transactions follows, including 'Lunch 7-12' for \$1.75 and 'Nachos' for \$5.00 on 10/04/2018, and 'Yogurt' for \$0.75 and 'Lunch 7-12' for \$1.75 on 10/05/2018. A 'Print' button is located at the bottom of the detailed view.

## Fees

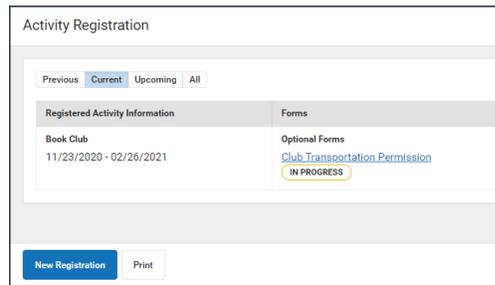
The Fees tool provides a list of all fees assigned to a person. Fees can include things like a lab fee for a science course, a fee for a field trip or the cost of an athletic activity. Fees that are still owed, have been paid, or were made void appear in this list, followed by the ongoing balance for these fees. The School Years dropdown list allows you to view fees according to the school year in which they were assigned.

The screenshot shows the 'Fees' interface. At the top, it displays '1 Items in Cart \$400.00' and buttons for 'My Cart' and 'My Accounts'. Below this, there are dropdown menus for 'Person' (set to 'All'), 'School Year' (set to '2018 - 2019'), and 'Type' (set to 'All'). A 'Total Due: \$900.00' is shown. The main part of the screen is a table with columns 'DESCRIPTION', 'DUE DATE', 'PERSON', and 'FEE BALANCE'. The table lists several fees: 'FS Classroom Healthy Treat' (06/03/2019, \$0.00), 'Field Trips' (07/22/2019, \$0.00), 'MS Boys 1st Athletic Sport Fee' (09/13/2019, \$0.00), 'Field Trips' (09/16/2019, \$400.00, with an 'IN CART' button), and 'Donations' (09/17/2019, \$500.00, with an 'Add to Cart' button). A 'Subtotal' row is at the bottom of the table. At the very bottom, there is a 'Print' button and an 'Optional Payments' section.

# Campus Parent Portal

## Activity Registration

Activity Registration is where you can see the activities for which your student is registered, the option purchased, and any associated forms. To be considered "registered," the activity fee must be paid. The Activity Registration area in the portal includes a link to the School Store where users can register for activities



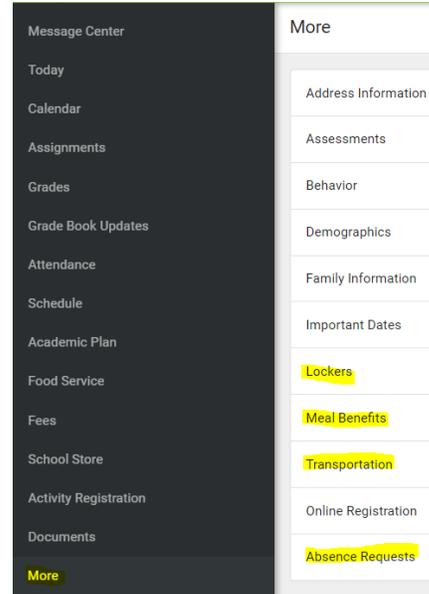
## School Store

The School Store is where you can select spirit wear, purchase school supplies, pay for activity fees or make donations. Every School Store is unique and the items available for purchase may be different at every school.

## More

The More tab displays the following:

- **Lockers** assigned to the student with locations and combinations.
- The **Meal Benefits** application.
- **Transportation** includes bus information.



## Absence Requests

A parent/guardian would be able to put in a student(s) **Absence Request**. An approved absence does not mean that the absence is excused. Please check the school website for a list of absences that are considered excused (valid cause).

From the menu on the left, Click More then Click Absence Request.

# Campus Parent Portal

More

Address Information	>
Assessments	>
Behavior	>
Demographics	>
Family Information	>
Important Dates	>
Lockers	>
Meal Benefits	>
Transportation	>
Online Registration	>
Absence Requests	>

Select the students you wish to submit an absence request for

[Redacted]

Excuse \*

[Dropdown Menu]

Absence Type \*

Full Day Absence

Arrive Late

Leave Early

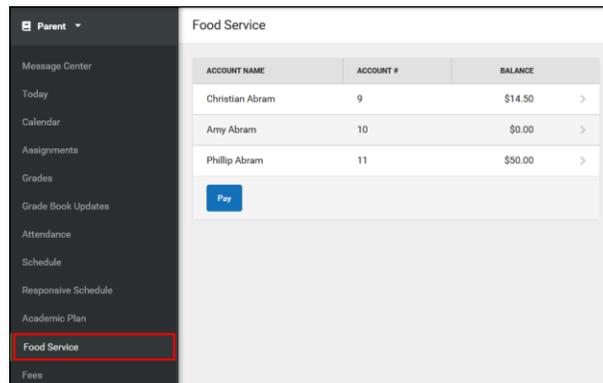
The 'More' menu item in the left sidebar and the 'Absence Requests' menu item in the main content area are highlighted with red boxes. A yellow highlight is present on the right arrow of the 'Absence Requests' menu item. The form area on the right is enclosed in a dashed blue border.

# Campus Parent Portal

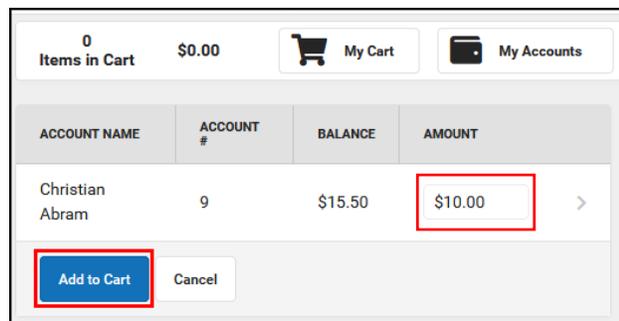
## Food Service

### Where do I go to view and add money to Food Service Account?

From the menu on the left, click Food Service



- Select Pay
- Enter the amount you want to add in the **Amount** field. If a box is not available for you to enter an amount, your account may not be active and you may need to contact your school
- Select **Add to Cart**
- Select **My Cart**. The checkout screen displays.
- Select the **Payment Method** you want to use and enter and **Email address for Receipt** (optional).
- Select **Submit Payment**



# Campus Parent Portal

## Fees

The **Fees** tool provides a list of all fees assigned to you. Fees may include things like a lab fee for a science course, a fee for a field trip or the cost of an athletic activity. Fees that are still owed and fees that were paid appear in this list, followed by the ongoing balance for all fees.

## Where do I go to view and pay fees?

The Fees tool is available in the outline on the left.

Today  
Calendar  
**Fees**  
Message Center  
Discussions  
More

Fees

School Year: 2019 - 2020  
Type: Unpaid

Total Due: \$607.50  
Total Surplus: \$500.00 ⓘ

DESCRIPTION	DUE DATE	FEE BALANCE	
Prior Year Balance		500.00	
MS Boys 1st Athletic Sport Fee	09/30/2019	100.00	<a href="#">Add to Cart</a> >
MS Extra PE shorts	10/31/2019	7.50	<a href="#">Add to Cart</a> >
	<b>Subtotal</b>	<b>607.50</b>	

[Print](#) [Optional Payments](#)

## How do I Pay a Fee?

- Select **Fees**

The Fees screen displays and automatically displays any unpaid fees for the current school year.

If you are using Campus Parent and have access to multiple students, be sure to select the correct student/person in the Person dropdown list. Selecting **All** allows you to see Fees assigned to everyone in your household.

# Campus Parent Portal

Fees

Person: All (dropdown menu open showing options: All, Smith, Jennifer L, Smith, Molly E)

School Year: 2019 - 2020

	DUE DATE
Kennedy Activites	09/17/2019
Kennedy Year Book Fee	09/17/2019
FS Classroom Healthy Treat	09/30/2019

Fees

0 Items in Cart \$0.00

My Cart My Accounts

Person: All School Year: 2019 - 2020 Type: Unpaid

Total Due: \$180.00

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	
Kennedy Activites	09/17/2019	Smith, Molly E	150.00	<a href="#">Add to Cart</a> >
Kennedy Year Book Fee	09/17/2019	Smith, Molly E	10.00	<a href="#">Add to Cart</a> >
FS Classroom Healthy Treat	09/30/2019	Smith, Jennifer L	20.00	<a href="#">Add to Cart</a> >
<b>Subtotal</b>				

[Print](#) [Optional Payments](#)

- Select [Add to cart](#) next to the Fee you want to pay.

# Campus Parent Portal

Fees

1 Items in Cart \$150.00  My Cart  My Accounts

Person: All School Year: 2019 - 2020 Type: Unpaid

Total Due: \$180.00

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	
Kennedy Activities	09/17/2019	Smith, Molly E	150.00	<b>IN CART</b> >
Kennedy Year Book Fee	09/17/2019	Smith, Molly E	10.00	Add to Cart >
FS Classroom Healthy Treat	09/30/2019	Smith, Jennifer L	20.00	Add to Cart >
Subtotal				

[Print](#) [Optional Payments](#)

- Select  My Cart .

The **Checkout** screen displays. All items added to your cart display. You can click the **Remove** button if you do not want to pay for an item at this time.

< Back | Checkout

2 Items in Cart \$160.00  

FEE	NAME	AMOUNT	
Kennedy Year Book Fee	Smith, Molly	\$10.00	X
Kennedy Activities	Smith, Molly	\$150.00	X

**Payment Method**

**VISA** My Visa      Subtotal: \$160.00

**echeck** My Checking      Service Fee: \$5.00

**Total: \$165.00**

[Add Payment Method](#)

Email Address for Receipt  
user@infinitecampus.com

[Submit Payment](#) [Feedback](#)

- Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).

# Campus Parent Portal

Click the **Add Payment Method** button if the card or account you want to use is not set up. This option allows you to enter a new Payment Method then returns you to this screen.

**Payment Method**

DISCOVER DISC

echeck CHECK

[Add Payment Method](#)

**Email Address for Receipt**

user@infinitecampus.com

- Select [Submit Payment](#)

A confirmation message displays. Click **OK**. The Receipt screen displays.

Receipt

0 Items in Cart \$0.00 [My Cart](#) [My Accounts](#)

Thank you for your payment

Date: 09/19/2019 Reference #: 181701948  
Thank you for your payment. Credit/Debit card payments are processed simultaneously however, if using e-check processing, the vendor processes it as fast as they can but some are 24-48 hour window to process.

FEE	NAME	AMOUNT
Kennedy Year Book Fee	Smith, Molly	\$10.00
Kennedy Activites	Smith, Molly	\$150.00

Service Fee: \$5.00  
Total: \$165.00  
Payment Method: **VISA**  
My Credit Card

Email Address for Receipt: test@testemail.com

[Print](#)

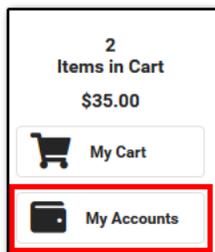
# Campus Parent Portal

## Payment Methods

The Payment Methods tool is where you add and delete methods for making payments in Campus. Depending on the payment methods your district accepts, you can pay by credit card, checking account, or savings account.

### Where do I go to add a Payment Method?

The Payment Methods tool is part of My Accounts.



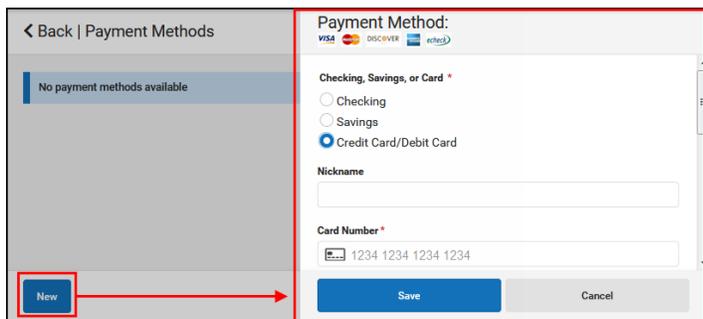
### How do I add a Credit Card/Debit Card?

- Click **Payment Methods**.

The Payment Method screen displays.

- Click  at the bottom of screen.

The Payment Method Panel displays.



# Campus Parent Portal

- Enter all required information.

### Payment Method

**Accepted Payment Methods**  
VISA DISCOVER echeck

**Checking, Savings, or Card \***

Checking  
 Savings  
 Credit Card/Debit Card

**Nickname**

**Card Number \***

**Card Expiration \***  **CVV \***

**Name on Card \***

**Contact Information \***

Address

City

State

Zip

**Default Payment Method**  
 Use as default

- Click .

The Payment Method appears in the table of Payment Methods.

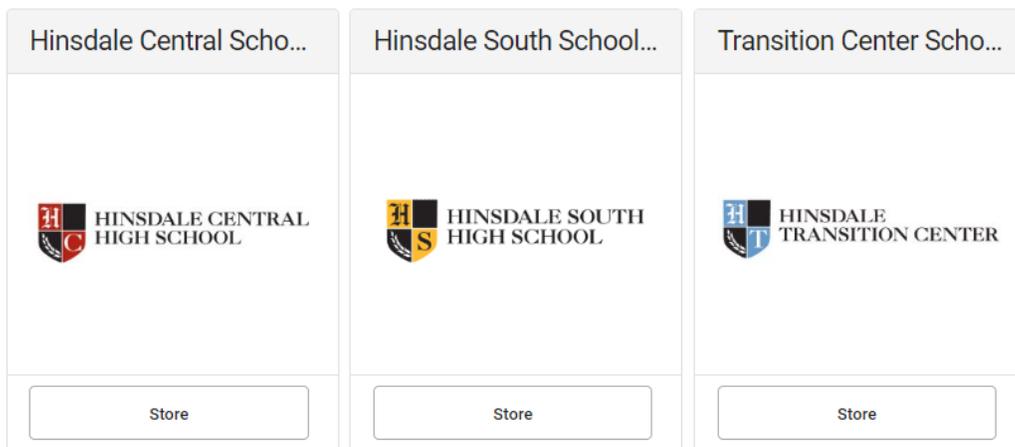
# Campus Parent Portal

## School Store

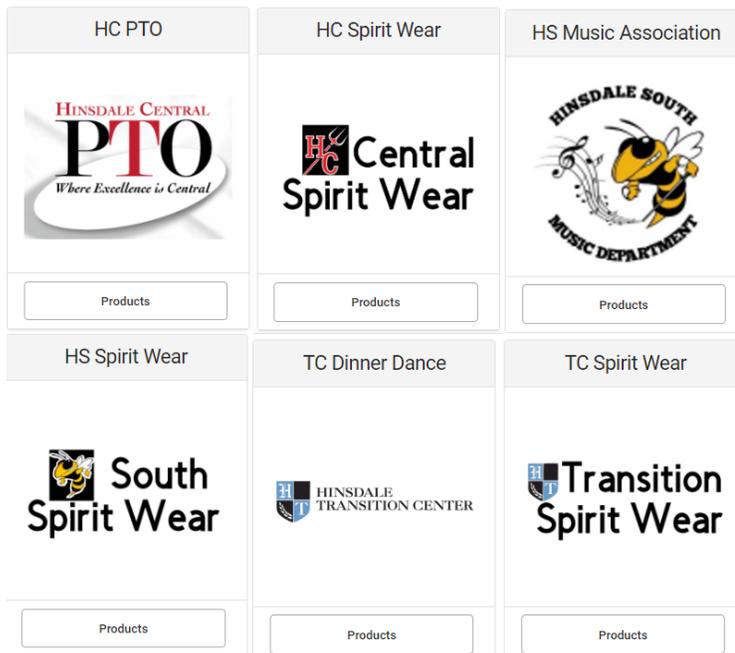
The School Store is where you can select Booster membership, spirit wear, and purchase school supplies, pay for activity fees, tickets to game or make donations. Every School Store is unique and the items available for purchase may be different at every school.

## How do I purchase items in the School Store?

- Click on the Store where you want to shop. The Products for that store will be displayed.



- Click on the Product you want to buy. A panel displays with the product's details.



# Campus Parent Portal

- Select any necessary options and enter details if necessary then click **Add to Cart**.
- Select **My Cart**.
- Select the **Payment Method** you want to use and enter an Email Address for Receipt (*optional*).
- Select **Submit Payment**. A confirmation message displays.
- Click **Yes**. A receipt displays. Click **Print** to print a PDF of the receipt.