

Instructions for Parents/Guardians Completing the Online Registration (OLR) Application in Infinite Campus

There are Two Options for Completing the Online Registration (OLR) Application:

1. Parents/Guardians that have an existing ICCSD student will use the Infinite Campus Parent Portal. This applies to families with existing students even when adding a new student.
 2. Parents/Guardians of a **NEW** to the district student who has no existing student will complete the new student application.
- Instructions for each option are below.
 - If you have any questions about logging in or completing the application, please contact your student's building.

Application Process for Both Options:

1. The parent completes and submits the application.
2. The school will process and review the application. Each step will update the status of the application.
3. Once the review process is completed by the school and all necessary documents are received, the application will be approved and posted.
4. Once the application is approved/posted and an enrollment record is created by the school for the student(s), the parent portal account is then created overnight for **New to the District** applicants.
 - a. The parent/guardian can now log in to the parent portal.
 - i. The email used in the application's initial setup screen will be the username for the parent portal
 1. This email address will also be used as the security email address when the "Forgot Password" link is used.
 - ii. The password will be able to be created by clicking 'Forgot Password?' on the parent portal login screen

Option1: Existing Student(s)

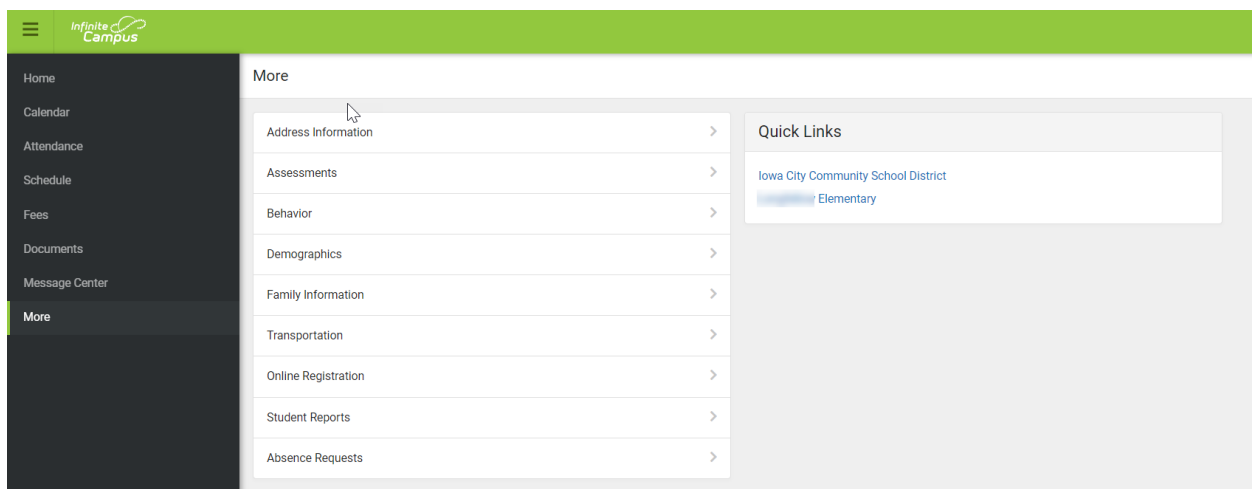
Application for Parents/Guardians of Existing ICCSD Student(s) (and the Possibility of Adding the Family's New to the District ICCSD Student)

Infinite Campus Parent Portal for ICCSD:

- Used for parents/guardians of returning students to register for the current or upcoming school year
 - New students in the family can also be added to the existing student application
- URL: [Infinite Campus Parent Portal](#)

Creating the Application for Option 1 : Existing Student(s)

1. Parents/Guardians of existing students will log in to their user account in the Infinite Campus Parent Portal
2. If the password is forgotten, click 'Forgot Password?'
 - a. An email will be sent to your security email address that was used when the initial application/ account was created
3. If you have issues logging in, please contact your student's building
4. In the Parent Portal, click More in the left-hand menu
5. Click Online Registration



6. Click 'Start' on the application needed
 - a. "Existing Student Registration" if you have district student(s) and need to register

- i. You can add your family's new students to this application as well
- b. "New Student Registration"
 - i. This is only if you do not have any existing student(s) in the district

NAME	STATUS	ACTION
2023-2024 New Student Registration		<input type="button" value="Start"/>
2023-2024 Existing Student Registration	NOT STARTED	<input type="button" value="Start"/>

7. The initial screen will tell you which student(s) you are registering and if they are included in the application
 - a. Contact your student's building if there are any issues
8. Click 'Begin Registration'
9. A new window will open with the application
10. Choose the language you would like to complete the application in
11. Type your name to authenticate and authorize the application
12. Click 'Submit'
13. On the following screen, review the information and click 'Begin'
14. The application will open and you will see several tabs, one for each section of the application
15. Each tab will have expanding pleats to be completed
16. Required information will include a red asterisk beside it
17. Click Next after completing each pleat to go to the next one
18. At the end of each tab, click Save/Continue to go to the next tab
19. Once all tabs and pleats are completed and shown in green, the application is complete.
 - a. If any tab is not green, go back to the tab and review/edit the pleats
 - i. Once done, 'Save/Continue' the tab
20. Click Submit
 - a. You will be asked to confirm the submittal

* Indicates a required field



You must submit your application by clicking the following button.

Submit

PLEASE NOTE: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that you application was received after clicking submit application.

Back

[Application Summary PDF](#)

Option 2: New to the District **Application for Parents/Guardians of New to the District Students** **(No existing ICCSD students)**

- Parents/Guardians will complete the application using the following link:
 - In District Using a District Device:
 - Buildings may have a kiosk device that you will be able to use
 - Out of District Using Your Own Device:
 - <https://iowacityia.infinitecampus.org/campus/OLRLogin/iowacity>
- If you have any issues getting to the application, please contact the building your student will be attending

Creating the Application for Option 2: New to the District

Part 1 for Option 2: New to the District

- Complete option A or B below and then proceed to Part 2.

A. Using a district-provided Kiosk:

- The building may have a district kiosk device to be used specifically for OLR applications
 1. Choose the Language you would like to use to complete the application.
 2. Click to Start a New Application or Return to a Saved Application
 3. Click Next
 4. Click the School year you are registering for:
 - a. Current year - the student will be attending this school year
 - b. Upcoming year - the student will be attending the next school year

5. Click Next
6. Proceed to Part 2 below

B. Using your own Device:

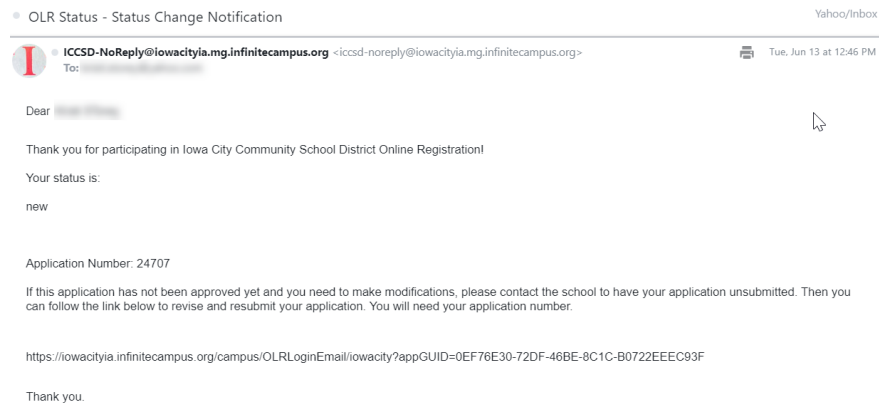
1. Once in the application, choose the Language you would like to use to complete the application.
2. Click the school year you are registering for:
 - a. Current year - the student will be attending this school year
 - b. Upcoming year - the student will be attending/returning next school year
3. Click Next

4. Proceed to Part 2 below.

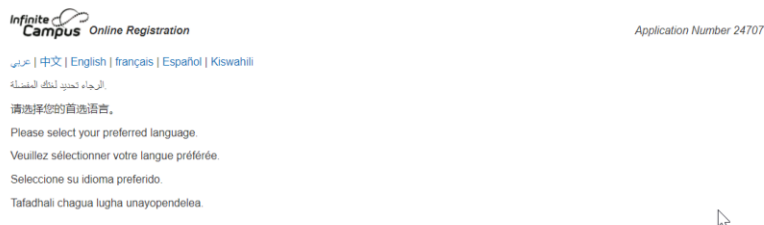
Part 2 for Option 2: New to the District

1. Complete the Initial Screen
2. The email address used will be your security email for future logins to the parent portal once your account is created. This MUST be a working email that you can access
3. Click 'Begin Registration'

4. An email will be sent to your email account (that you used in the initial screen) to complete the application.
 - a. The email will be sent from 'ICCS-Reply'
5. In the email you will find:
 - a. The Application Status
 - b. The Application Number
 - c. The URL to use to complete the application



6. Copy and paste the URL into a browser
7. You will be at the application start
 - a. Note your application number is on the screen
8. Select the language to complete the application in
 - a. Once selected, click 'Begin'



9. The application will open and you will see several tabs, one for each section of the application
10. Each tab will have expanding pleats to be completed
11. Required information will include a red asterisk beside it
12. Click Next after completing each pleat to go to the next one
13. At the end of each tab, click Save/Continue to go to the next tab

* Indicates a required field

The screenshot shows a progress bar with five steps: 'Student(s) Primary Household' (active), 'Parent/Guardian', 'Emergency Contact', 'Student', and 'Completed'. Below the progress bar, the 'Primary Phone' section is expanded, showing a form with a 'Primary Phone' label, a text input field with a red asterisk, and a 'Next' button. Below this are sections for 'Home Address' and 'Mailing Address', and a 'Save/Continue' button.

14. Once all tabs and pleats are completed and shown in green, the application is complete.
 - a. If any tab is not green, go back to the tab and review/edit the pleats
 - i. Once done, 'Save/Continue' the tab
15. Click Submit
 - a. You will be asked to confirm the submittal

* Indicates a required field

The screenshot shows a progress bar where all five steps ('Student(s) Primary Household', 'Parent/Guardian', 'Emergency Contact', 'Student', and 'Completed') are now green with checkmarks. Below the progress bar, a yellow highlighted box contains the text: 'You must submit your application by clicking the following button.' Below this is a red 'Submit' button. A 'PLEASE NOTE' section follows, explaining that information is not submitted until the submit button is clicked and that an email notification will be received. Below the note are a 'Back' button and a blue link for 'Application Summary PDF'.

16. Once confirmed you will receive a confirmation that the application is complete.

The screenshot shows a confirmation message in a grey box. The text reads: 'Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.' Below this is a blue link for 'Application Summary PDF'.

17. You will then receive an email with a Status Update on your application

a. Each time the Status is updated, you will receive an email

