

USER SUPPORT SERVICES:
User Guide

Infinite Campus

Online Registration

Existing Students



June 2020

ONLINE REGISTRATION

Welcome to Morgan County School District online registration. This is the first step of registering your child for school.

Parents with children already enrolled in the Morgan County School District will log into the Infinite Campus Parent Portal for registration.

USING THIS MANUAL

If you do not have a Parent Portal account, you will need to contact the District Support Center at 970-867-5633 to set one up prior to starting online registration.

ACCESSING ONLINE REGISTRATION

1. **Parent/Guardians will use their Infinite Campus Parent Portal login credentials.**
Parent/Guardians who do not have the appropriate credentials should contact the District Support Center.
2. Access the Parent Portal website at: <https://fortmorganco.infinitecampus.org/campus/portal/parents/fortmorgan.jsp>
The recommended browsers for Infinite Campus are Firefox and Chrome. You can also get to the parent portal from the district web page by clicking Campus Portal at the top.

The screenshot shows the login interface for the Fort Morgan School District Parent Portal. At the top, it says "Fort Morgan School District". Below that are two input fields: "Parent Username" and "Password". A blue "Log In" button is positioned below the password field. Underneath the button are three links: "Forgot Password?", "Forgot Username?", and "Help". Below these links is another link: "Log in to Campus Student". At the bottom, there is a horizontal line with "or" in the center, and below that is a link: "New User?".

3. After logging into the Parent Portal, click **More** on the bottom left side of the screen then click **Online Registration**.
4. Choose the **Click here to go to Existing Student Registration** button to begin the process.

NAVIGATING THE APPLICATION

The tips listed below will be helpful in understanding how to navigate the application.

- Data for your currently enrolled children will populate in the application.
- Each tab and pleat must be completed before moving to the next tab or pleat. Once a tab or pleat has been completed (required fields completed) you can move freely between tabs and pleats.
- Once you begin a tab, you must enter all required fields in that tab before saving.
- Move forward and backward through the pleats using the Next and Previous buttons.
- Required fields have a **red asterisk ***
- Links are provided on some pleats. Click the links to get more information.

WELCOME SCREEN

1. Choose the appropriate **Registration Year** from the dropdown menu.
2. Click **Begin Registration**.
3. **NOTE:** you will only be able to register students if you are in the primary household.



 Lula Warner
Online Registration

Welcome to Online Registration. You will see the household, parent/guardian and emergency contact information and will be able to change it if necessary. Press the Begin Registration to continue

Existing Student Registration
This editor is to update data for students that are currently enrolled in the District. You may add new students that are registering for the selected Registration Year later in the process.

Look closely at the students in this application. If you are missing a student that attended Fort Morgan School District last year, or the student says "NO" under "Include in new App?" Please see the secretary at your student's school to get this fixed prior to continuing.

If you only want to register new students for the selected year at this time, please use the link below to go to the New Student Registration form.
[Click here to go to New Student Registration](#)

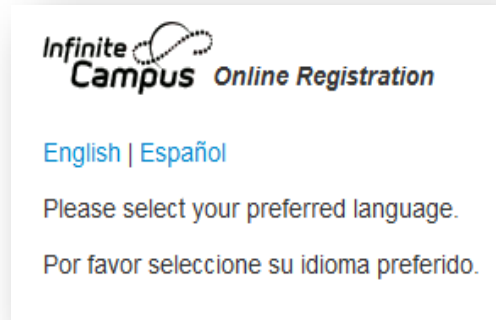
Student Name	Grade	Included in new App?	Reason if not included	Online Registration Submitted
Dot Warner	02	yes	Included	no
Wacko Warner	10	yes	Included	no
Yakko Warner	11	yes	Included	no

Registration Year

[Begin Registration](#)

STARTING THE DATA VERIFICATION PROCESS

Select your preferred language.



The image shows a white rectangular box with a soft shadow. At the top is the 'Infinite Campus' logo, where 'Infinite' is in a standard font and 'Campus' is in a bold, italicized font, with a stylized infinity symbol above the 'i' in 'Campus'. To the right of the logo is the text 'Online Registration'. Below the logo, there are two links: 'English' and 'Español', both in blue. Underneath these links, there are two lines of text: 'Please select your preferred language.' and 'Por favor seleccione su idioma preferido.'

4. A welcome box will appear. You must attest you are the person completing this application by **typing your name in the box**.



[English](#) | [Español](#)

Welcome Lula Warner! Please type in your first and last name in the box below.

By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

Submit

5. The **Welcome Screen** will advise you as to the information you will need to successfully complete the application.

English | Español

Welcome to the **Morgan County School District Re-3 Online Registration**.

You can **use your phone for online registration**. This will give you the ability to take a picture and upload any necessary documents. If you use your phone make sure you have **pop-up blocker turned off**.

Before you begin, please gather the following:

- Household information
 - home physical address
 - home phone numbers
- Parent information
 - work phone numbers
 - cell phone numbers
 - email addresses
 - work addresses
 - dates of birth
- Student information
 - demographics
 - health/medication information
 - **New Student immunization record(s)**
 - **New Student Transcripts**
 - **New Student Birth Certificate(s)**
- Emergency Contacts - we are requesting at least 1
 - addresses
 - phone numbers
 - dates of birth

Note: Required fields are marked with a **red asterisk *** and the district will receive the data exactly as it is entered. Please be careful of **spelling, capitalization and punctuation**. Dates should be entered as **MM/DD/YYYY** and phone numbers as **xxx-xxx-xxxx**.

On the following screens, please select the "Next" button to review all information before selecting "Save/Continue."

If you need assistance, please call (970) 867-5633 during business hours or leave a message and a representative will be back in touch with you the next business day.

[To go to the Morgan County Re-3 web site, Please Click here!](#)

PRESS HERE TO BEGIN

STUDENT(S) PRIMARY HOUSEHOLD

The home address, entered as your child's primary household.

Home Phone

1. Verify the home phone number of the primary household. If this information is incorrect, type in a new number. ***This number may be a land line or cell number.***
2. Click **Next**.

▼ Home phone

Home Phone (308)222 -2222 *	Voice ☒	Emergency ☒	High Priority ☒	Attendance ☒	Behavior ☒	General ☒	Private ☐
	Text ☐						

Description of Contact Preferences

Emergency - Marking this checkbox will use this method of contact for emergency messages

High Priority - Marking this checkbox will use this method of contact for messages labeled as High Priority Notification.

Attendance - Marking this checkbox will use this method of contact for attendance messages, such as those sent by the Attendance Dialer Wizard.

Behavior - Marking this checkbox will use this method of contact for behavior messages, such as those sent by the Behavior Messenger Wizard.

General - Marking this checkbox will use this method of contact for general school messages, such as those sent by the school or district.

Private - Mark if number should be listed as private

Please note, by checking the boxes above you agree to receive calls and/or text messages from Grand Island Public Schools based on the choices you made.

Next >

Home Address

Verify that your home address is complete. If not, add your correct address. As address information is entered, addresses stored in the student information system will begin to appear in the box below. The system will attempt to find your address for you. Continue entering information in the fields and your address should appear in the box below. All valid addresses in Morgan County, with the exception of newly developed areas should appear. If your address does not appear in the box below, you will need to complete all fields with a **red asterisk*** and the information provided will be validated by the school personnel.

1. Verify that the Primary Home Address is correct
2. If the address needs changed click: "This home address listed is no longer current"
3. Enter the correct address in the box provided
 - a. Select the address matching yours, from the box below (if applicable)
4. Click **Next**

*Please verify or add the information below. Please update any information that is incorrect.

Number 123 *	Prefix S ▼	Street Webb *	Tag ▼	Direction ▼	Apartment
City	State ▼ *	Zip *	Ext.	County	

[Clear Address Fields](#)

Click on your address if it appears in box:

123 S Webb Rd, Grand Island, NE 68803 Hall

Your address as entered above
123 S Webb

[< Previous](#) [Next >](#)

Mailing Address

If you would like correspondence to go to a different address than your home address uncheck **The household has no separate Mailing Address** box.

1. Check the **Post Office Box**, checkbox.
2. Enter the correct address. If it is a PO Box the address will NOT likely appear in the box of addresses below, type the complete address.
3. Click **Save/Continue**.

Mailing Address

Please use the address editor below to enter your address. You will see the formatted postal address below in the viewer. Once your address appears as it should on U.S. Postal Mail, please click "Save".

☐ The household has no separate Mailing Address

Post Office Box ☒	Number 6000 *	State NE ▼ *	Zip 68801 *	Ext.
City Grand Island *				

[Clear Address Fields](#)

Click on your address if it appears in box:

Your address as entered above
P.O. Box 6000
Grand Island, NE 68801

PARENT/GUARDIAN

Verify or modify all Parents/Guardians, including yourself. This tab should also include parents/guardians of secondary households. For instance, if you are divorced or separated, the second parent should also be listed. You will add a separate address and phone number for that parent/guardian.

Individuals highlighted in yellow are not complete. A green checkmark will appear when complete.

1. Select **Edit/Review** or **Add New Parent/Guardian**

First Name	Last Name	Gender	Completed
Atta	Boy		

Please list all primary Parent/Guardian's in this area.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

Green checkmark - Indicates that person is completed.

Add New Parent/Guardian

Back **Save/Continue**

Demographics

The demographic information pertains to the person in the header.

1. Verify or modify all fields. **Remember** – All fields with a **red asterisk *** are required.
2. Include a full birth date, including the 4 digit year. This is very helpful when verifying information in Infinite Campus. Please note this field is not required.

Parent/Guardian Name: Atta Boy

Demographics

Enter the parent/guardian you wish to enter. Please review and complete the following:

First Name *

Middle Name

Last Name *

Suffix

Birth Date 1/21/1978

Gender Male *

☒ Please check this box if this person lives at the address listed below.

112 ASH St
HENDERSON, NV 89015

Next >

1. Uncheck the box if the person does not live at the address listed. This will allow you to add a secondary household address. Add the address in the same manner as your Primary Household address.
2. Click **Next**

Contact Information

1. Verify or modify information to complete all fields.
2. Include an **email** address (if applicable).
 - **Emergency:** all emergency messages
 - **High Priority:** messages labeled as High Priority Notification
 - **Attendance:** attendance messages
 - **General:** general school messages sent by the school and district
 - **Teacher:** Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding failing grades and missing assignments.
 - **Private:** the phone number will be marked as private
3. Click **Next**

Contact Information

Enter the contact information and how you'd prefer to receive the different types of messages we will send you.

		Contact Preferences						
		Emergency	High Priority	Attendance	Behavior	General	Teacher	Private
Cell Phone	(408) 700-0073	☒	☒	☒	☒	☒	☒	☐
		☒	☒	☒	☒	☒	☐	☐
Work Phone	(310) 700-0000 X	☒	☒	☒	☒	☒	☒	☐
		☐	☐	☐	☐	☐	☐	☐
Email	* <input type="text"/>							
OR								
Has no e-mail	☐							
Secondary Email	<input type="text"/>							

Migrant Worker

1. Answer the question in regards to being a Migrant worker
2. Click **Save/Continue**

Infinite Campus Online Registration

THIS IS A TEST

Application Number 649

* Indicates a required field

✓ Student(s) Primary Household ▼ Parent/Guardian Emergency Contact Other Household Student

Completed

Parent/Guardian Name:

Demographics

Contact Information

Migrant Worker

Has this person, within the past 36 months, relocated with the intent to obtain seasonal or temporary employment in agriculture, fishing, and dairy or food processing work?

☐ Yes, this individual is a migrant worker

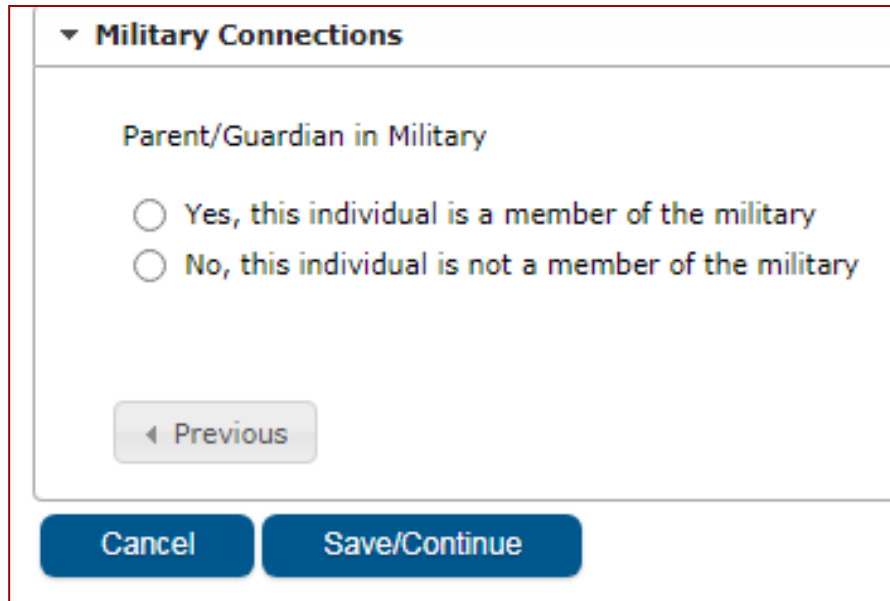
☒ No, this individual is not a migrant worker

Previous

Cancel Save/Continue

Military Connections

1. Answer the question in regard to the military
2. Click **Save/Continue**

A screenshot of a web form titled "Military Connections" with a dropdown arrow. The form contains a question "Parent/Guardian in Military" with two radio button options: "Yes, this individual is a member of the military" and "No, this individual is not a member of the military". Below the options is a "Previous" button with a left arrow. At the bottom of the form are two buttons: "Cancel" and "Save/Continue".

▼ **Military Connections**

Parent/Guardian in Military

☐ Yes, this individual is a member of the military

☐ No, this individual is not a member of the military

◀ Previous

Cancel Save/Continue

EMERGENCY CONTACT

An emergency contact is a person you give permission to pick up your child from school in the event of an emergency. **DO NOT** add parents/guardians as an emergency contact. You will always be contacted first.



IMPORTANT: You must add at least one emergency contact to complete the registration.

1. Please verify that the emergency contacts listed are correct
2. If you would like to **remove the current Emergency Contact**:
 - a. Click **Edit/Review** next to the person's name
 - b. Click the checkbox that says **"This person is no longer an Emergency Contact for any students in this family"**
3. If you would like to **add a new Emergency Contact**:
 - a. Click **Add New Emergency Contact**
 - b. Enter all information for this new contact (Name, Gender, Phone, Address if available)
 - c. Click **Save/Continue**
4. Click **Save/Continue**

Demographics

1. Verify or modify all fields (birth date is not required for Emergency Contacts).
2. Click **Next**

The screenshot shows the 'Infinite Campus Online Registration' interface. At the top, it says 'THIS IS A TEST SITE' and 'Application Number 649'. A progress bar indicates the current step is 'Emergency Contact', with previous steps 'Student(s) Primary Household' and 'Parent/Guardian' completed. The 'Contact Name: Jaime Wattier' is displayed. The 'Demographics' section is expanded, showing fields for First Name (Jaime), Middle Name, Last Name (Wattier), Suffix, Birth Date, and Gender (Female). A 'Next >' button is at the bottom of the section. Below the demographics section are links for 'Contact Information' and 'Verification', and 'Cancel' and 'Save/Continue' buttons.

Contact Information

The emergency contact person must have at least one phone number.

The 'Contact Information' section is expanded, showing the instruction 'Enter the contact information for this emergency contact.' and a note 'At least one Phone Number is required.*'. There are four rows of input fields: 'Home Phone' with a pre-filled number '(308) 555-1212', 'Cell Phone', 'Work Phone', and 'Email'. The 'Home Phone' field is highlighted with a red border.

Verification

1. Check the box if the **emergency** contact lives at the address listed, OR type the address in the fields provided. An address for the emergency contacts is preferred but not required.
2. Click **Save/Continue**

Verification

Please enter the address for this emergency contact. This information will only be used to verify the contact appears in our system.

☐ Please check this box if this person lives at the address listed below.

1610 Parkview Dr
Grand Island, NE 68801

OR

Address Line 1

123 Test ave

Address Line 2

Grand Island, NE 68801

Example
Address Line 1 - 123 S Main St Apt 4
Address Line 2 - Schenectady, NY 12345

Each **Emergency Contact** should appear in the window with a green check indicating the information is complete.

3. To add another Emergency Contact click **Add New Emergency Contact**
4. If you are done, select **Save/Continue** to move on to the next tab.

* Indicates a required field

✓ Student(s) Primary Household

✓ Parent/Guardian

▼ Emergency Contact

Other Household

Completed

Emergency Contact

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact	
Jaime	Wattier	F	✓	New		<div>Edit/Review</div>

IN AN EMERGENCY, if parent/guardian cannot be contacted, please call one of the following Emergency Contacts listed. Proper identification will be required before a student is released to emergency contacts.

Yellow

 - Indicates that person is missing required information. Select the highlighted row to continue.

✓

 - Indicates that person is completed.

Add New Emergency Contact

Back

Save/Continue

OTHER HOUSEHOLD

This tab may be used to enter children residing at the primary household that are not attending a Morgan County School District school or a grandparent who lives in the household. For example these could be younger siblings that are not eligible to register for school, or a student attending a non-Morgan County School District school.

- **DO NOT** enter secondary household information or people here.
 - **DO NOT** enter other siblings who will be enrolling this school year in a Morgan County School District school. They will be listed under the Student tab.
1. Other Household Members will be listed here if they are already in Infinite Campus
 2. Click Edit/Review next to their name if they are listed to verify their information OR
 3. Select Add New Household Member to add a new household Member if needed
 4. If you do not have Other Household Members click Save/Continue

Other Household

First Name	Last Name	Gender	Completed	Record Type	
		M	✓	Existing	<button>Edit/Review</button>

Please list all children of the Primary Household who will not attend Grand Island Public Schools this school year.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Household Member (Child not currently enrolled)

Back Save/Continue

Demographics

1. Verify or modify information to complete all fields
2. Click **Save/Continue**
3. Select **Add New Household Member (Child not currently enrolled)**.
OR
4. if you are done select **Save/Continue** to move to the next tab.
5. *If this person will be a student at Morgan County School District school in the fall please check the box to register this student for the upcoming school year.*



IMPORTANT: Secondary households and other siblings already enrolled are NOT entered into this tab.

Demographics
First Name *
Middle Name
Last Name *
Suffix
Birth Date
Gender *
☐ Please check this box if you wish to register this student for the upcoming school year.

STUDENT

All students registering for a Morgan County School District school should be added in this tab. Existing students will already be listed and, but you will need to review the data on file for them. Review each child's information. Add any new children entering a Morgan County School District school here.

1. Select **Edit/Review** next to each student name to review information.

Student					
First Name	Last Name	Gender	Completed	Record Type	
		F	✓	Existing	Edit/Review

Demographics

1. Verify that the Legal First Name, Middle Name and Last Name as seen on the student's birth certificate are appropriately entered.
2. Click **Next**

There will be a few steps for each student you enter. The first is general demographic information. Please verify or add the information below. Please update any information that is incorrect. Please enter the student's name exactly as it appears on the birth certificate. If your student has two last names, please enter both in the box marked "last name". Please enter both names without a dash in between.

Legal First Name	<input type="text" value="Yakko"/>	*	Gender	<input type="text" value="Male"/>	*	Enrollment Grade	<input type="text" value="10"/>	*
Legal Middle Name	<input type="text"/>		Birth Date	<input type="text" value="07/28/2003"/>	*	Enrolled School:	Fort Morgan High School	
Legal Last Name	<input type="text" value="Warner"/>	*						
Suffix	<input type="text"/>							
Nickname	<input type="text"/>							
Student Cell Number	<input type="text" value="(555) 555 5555"/>							
Student Email 2 starting literal	<input type="text"/>							
Birth Certificate Comments:	<input type="text"/>							

Race Ethnicity

1. Verify the race ethnicity.
2. You will notice if this is a previous student all information is grayed out and you cannot change it. If there needs to be a change to this you will need to let the school secretary know.
3. If this is a new student you are registering you will need to **answer all questions on this pleat**.
4. Click **Next**

Is Hispanic/Latino	<input type="text" value="Yes"/>	*
*Please check all that apply, at least one is required.		
☐	American Indian or Alaska Native	
☐	Asian	
☐	Black or African American	
☐	Native Hawaiian or Other Pacific Islander	
☒	White	

Housing

1. Select **Yes** or **No** if child is a Foster child.
2. Select **Single family** or **Other than a single family**

If other than a single family select the option that represents current housing situation.

***Please select the option that best represents the student's current housing situation.**

- ☐ Doubled up (due to economic hardship)
- ☐ Motel, hotel, trailer park, or camp ground due to lack of alternative accommodation
- ☐ In emergency or transitional shelter
- ☐ Primary nighttime residence is not ordinarily used as a regular sleeping accommodation
- ☐ Living in car, park, public space, abandoned building, substandard housing, bus or train station
- ☐ Unaccompanied Youth (not in physical custody of parent/guardian)

3. Click **Next**.

Relationships – Parent/Guardians

Indicate the relationship of those listed to the student you are working on.



IMPORTANT: At least one person must be identified as the 'Guardian'.

1. You will notice all previous information is filled out. Please verify the information is correct or make changes to the relationships as needed.
2. Choose the **Contact Preferences** for each parent/guardian (the descriptions of contact preferences are listed on this screen.)
3. Check the box for **Secondary Household** if child lives part time with the other parent/guardian.

You must check Guardian and Mailing to receive letters and report cards for your child. You must check Portal to have access to the Portal and Messenger to receive phone calls from the district.

4. Enter the **Contact Sequence** in which you wish to be contacted in case of emergency. Number 1 is the first contact.
5. Click **Next**.

▼ Relationships - Parent/Guardians

At least one person must be marked as 'Guardian'.*

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Secondary Household	Contact Sequence*	OR	No Relationship
Itsa Boy	Mother	☒	☒	☒	☒	☐	1	☒	☐
Atta Boy	Father	☒	☒	☒	☒	☐	2	☐	☐

Description of Contact Preferences
Guardian - Marking this checkbox will flag this person as legal guardian to the student.
Mailing - Marking this checkbox will flag this person to receive mailings for the student.
Portal - Marking this checkbox will flag this person as a portal account, and this person will be able to view student information within the portal for this student.
Messenger - Marking this checkbox will flag this person to receive messages from the District's messenger system.
Secondary Household - Marking this checkbox will indicate that the student has a secondary household membership with this person.
Contact Sequence - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians should start with a sequence of 1 and Emergency Contacts should also start at a sequence of 1.
No Relationship - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

[For more information click on this link.](#)

◀ Previous **Next** ▶

Relationships – Emergency Contacts

The emergency contact tab is where the child is linked to each contact. All children do not need to be linked to the same emergency contact. One Emergency contact, is required for each child.

1. Enter the appropriate **Relationship**.
2. Select a **Contact Sequence**. The contact sequence should reflect the order in which this person should be contacted. Parents/guardians are contacted first.
3. Click **Next**.

▼ Relationships - Emergency Contacts

A minimum of (1) Emergency Contacts are required*

Name	Relationship*	Contact Sequence*	OR	No Relationship
Anthro Pod	Emergency Contact ▼	3 ▼		☐

Description of Contact Preferences

Contact Sequence - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians should start with a sequence of 1 and Emergency Contacts should also start at a sequence of 1.

No Relationship - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

[For more information click on this link.](#)

◀ Previous Next ▶

Relationships – Other Family Members

1. Choose the appropriate **Relationship**.
2. Click Next.

Relationships - Other Household

Name	Relationship*	OR	No Relationship
Wacko Warner	Sibling ▼		☐
Dot Warner	Sibling ▼		☐

Description of Contact Preferences

No Relationship - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

Health Services – Emergency Information

1. Click No medical or mental health conditions if there are none.
2. Click Add Condition if something has changed. (You must provide a doctor's note if your child has changed medications.)
3. Answer the questions at the bottom using the drop down choices.
4. Click **Next**.

No medical or mental health conditions ☐

or

Add Condition

If you have added, changed, or dropped any medical information you MUST have Doctor Orders dated for the school year you are registering for.

Does your child have a health condition that could warrant a special plan that his/her bus operator should know about? No ☐*

What level of physical activity is your student allowed to do while at school? Full ☐*

Health Services – Medication

1. Please select No medication if your child does not take medication.
2. Please add any new medications if necessary.
3. Click **Next**.

▼ Health Services - Medications

No medications ☐

OR

Add Medication

◀ Previous Next ▶

Health Services – Immunizations

1. Click Yes or No to giving permission for your student's immunization record to be entered in the database.
2. Click Next

Release Agreements

1. Read each of the statements.
2. Check Yes or No.
3. Click in the box to enter Parent/Guardian signature.
Click Next.

Parent/Guardian Signature:

I, the parent/guardian for this student, understand that by typing my **first and last name** in the box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

Transportation Information

1. Indicate how your student will arrive and leave school.
2. If you have a high school student who will be driving to school please fill out the parking pass registration section.
3. Click Save and Continue

You will go through the student section of this guide for each student in your household. When you finish with all students they will no longer be highlighted in yellow and you can click Save/Continue.

PRINT AND SUBMIT APPLICATION OPTIONS

Click on the link for **Application Summary PDF** to review all information. You will need Adobe Acrobat Reader to access the document.

Option 1

Click **Submit** if you are satisfied the application is complete and accurate. **Once you submit the application you can no longer make changes.** If you have submitted the application, and discover you have forgotten information, contact your child's school.

Option 2

Click Back if you have not completed the application and need to make revisions OR, if you are done, click Submit



RETURN TO COMPLETE AN UN-SUBMITTED APPLICATION

You can exit online registration (OLR) at any time during the process and return later to complete the registration process.

- Login to the Parent Portal
- Click on the link to go back into the application