



Sayville Public Schools Infinite Campus and Parent Portal Instructions

- For First-Time Portal Access proceed to page 2.
- To bypass “First-Time Access” *proceed to page 7.*

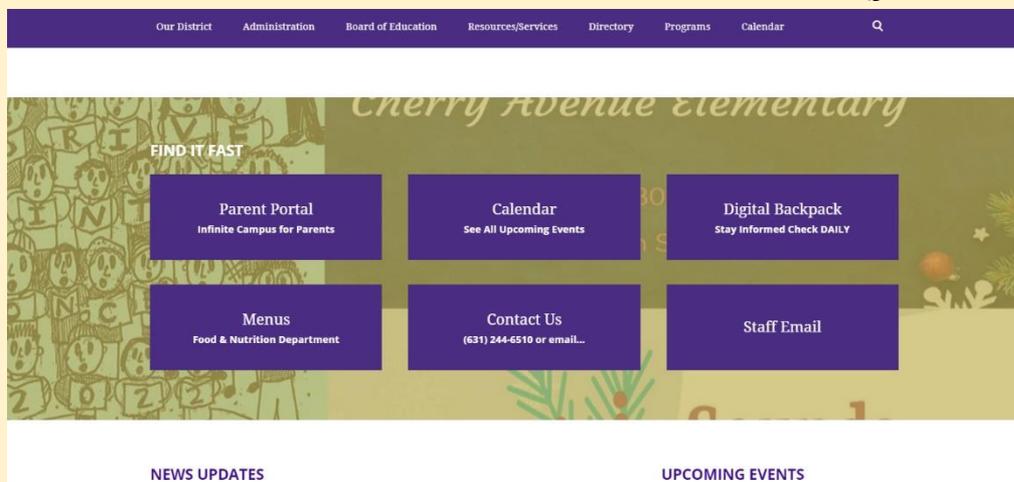


Sayville Public Schools Infinite Campus/Parent Portal Instructions

Instructions for First-Time Access to the Parent Portal

- On a PC, open the Sayville Public Schools at www.sayvilleschools.org
 - On the Homepage, scroll down to FIND IT FAST and click on Parent Portal (*first box on left, in top row*)

The screen will look like the one below:



Choose
"Campus Parent"
to Set-up a Parent
Portal Account

After you establish your Parent Portal Account you can download the Campus Parent Portal App for Apple or Android.



Sayville Public Schools Infinite Campus/Parent Portal Instructions

Instructions for First-Time Access to the Parent Portal

- If you have been assigned a Campus Portal Activation Key, click where it says **“New User?”**

A screenshot of the Sayville UFSD Parent Portal login page. The page has a green header with "Campus Parent" in an orange box. The main content area is white. On the left, under "SAYVILLE UFSD", there are input fields for "Parent Username" and "Password", a blue "Log In" button, a "Help" link, and a "Log In to Campus Student" link. Below these is a horizontal line with "or" in the center, and a "New User?" link highlighted with a red box. On the right, under "Announcements", there is a date "Tuesday 11/19/2019" and a paragraph of text: "For assistance with the Parent/Student Portal please email the Infinite Campus help desk at Sayvilleportalinfo@sayvilleschools.org and our help desk staff will respond to your email within 48 hours." Below this is another paragraph: "If you are requesting a password reset, please use the email address we have on file for you and provide us with your full name and the school(s) your child(ren) attend."

- The screen will look like the one above.



Sayville Public Schools

Infinite Campus/Parent Portal Instructions

Instructions for First-Time Access to the Parent Portal

- The **“New User?”** link will display the Activation Screen below. You will need the Activation Key that was provided to you by the district. This option is only used the first time you access the portal.

New User?

Activate your Campus Portal 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 *

[Back to Login](#)

- Type in the Activation Key and click the Submit button.



Sayville Public Schools Infinite Campus/Parent Portal Instructions

Instructions for First-Time Access to the Parent Portal

- After entering the GUID/Activation key, create a unique user name and password. The password needs to be at least eight (8) characters in length and contain a minimum of one capital letter and one number.
- Please keep your credentials confidential, as sharing your user name and/or password with anyone is strictly prohibited.

A screenshot of the 'Create Campus Parent Account' form. The form is titled 'Create Campus Parent Account' and includes a welcome message: 'Welcome john doe!'. It contains three input fields: 'Username *', 'Password *', and 'Confirm Password *'. The 'Password *' field has a blue information icon to its right. Below the password fields is a 'Password Strength' indicator showing '0%'. At the bottom of the form is a blue 'Submit' button and a link for 'Back to Login'.

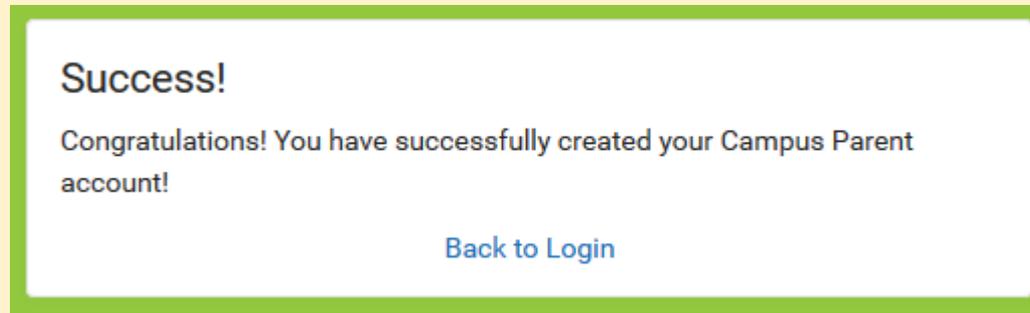
- After you verify your password, click the Submit button.



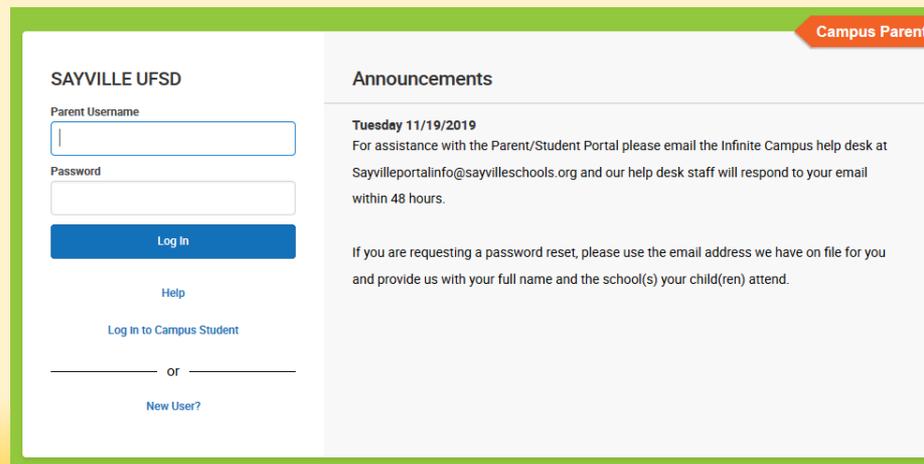
Sayville Public Schools *Infinite Campus/Parent Portal Instructions*

Instructions for First-Time Access to the Parent Portal

Click “Back to Login” to return to the original login screen.



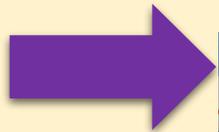
Use the user name and password you just created (Remember, your password is case sensitive) and login to your Parent Portal account.





Sayville Public Schools Infinite Campus/Parent Portal Instructions

The Infinite Campus Parent Portal Home Page ~ Message Center ~



Message Center Message Center

Today

Calendar

Announcements **Inbox**

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Responsive Schedule

Documents

More

District Announcement
Monday 01/11/2010

[Parents:](#)

Please email sayvilleportalinfo@sayvilleschools.org if you are experiencing difficulty corresponding with your child's teacher via email.

District Announcement
Tuesday 11/19/2019

For assistance with the Parent/Student Portal please email the Infinite Campus help desk at Sayvilleportalinfo@sayvilleschools.org and our help desk staff will respond to your email within 48 hours.

If you are requesting a password reset, please use the email address we have on file for you and provide us with your full name and the school(s) your child(ren) attend.

The Message Center includes announcements that are posted at a school and/or district level.



Sayville Public Schools Infinite Campus/Parent Portal Instructions

The Infinite Campus Parent Portal ~ Today ~

The screenshot shows the Infinite Campus Parent Portal interface. On the left is a dark sidebar menu with options: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Documents, and More. The main content area shows the date 'Today June 14, 2019' and the user 'Cherry I. Zager'. A student profile for 'Cherry I Zager' (Student Number 800702966, 19-20 Rachel Test School HS, Grade 09) is displayed with a placeholder icon. Below this are sections for 'Assignments Due Today' and 'Assignments Due Tomorrow', both showing 'No assignments.'. On the right, a class schedule is shown for '4 (4/8 - 6/26)' with a 'Select Student' button. The schedule includes a table with columns for Day, Time, Course, and Teacher.

DAY: DAILY	Time	Course	Teacher
1	8:00AM - 8:55AM	AP English	Teachers: Katie
3	10:00AM - 10:55AM	Physics A	Yarham, Dennis
4			

Callouts in the image include: 'Click Bell to view Notifications' pointing to a notification bell icon with a '2' badge; 'Log-out Here' pointing to a user profile icon; 'Select Student' pointing to the student name 'Cherry I. Zager'; and 'Click Links to View Different Pages' pointing to the sidebar menu.

Click Links to View Different Pages



Sayville Public Schools Infinite Campus/Parent Portal Instructions

The Infinite Campus Parent Portal ~ Today ~



Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Responsive Schedule

Documents

More

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 /10
AP English

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 -	Pre-Calculus A	Lifellearn, Zelos	Rm: 1001

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



Sayville Public Schools Infinite Campus/Parent Portal Instructions

The Infinite Campus Parent Portal ~ Calendar > Assignments Tab (MS and HS only) ~

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Responsive Schedule

Documents

More

Calendar

Jane D Doe

Assignments Schedule Attendance

CL.com Sedimentary and Meta Rocks
HONORS EARTH SCIENCE 10/10 >

Act II, Prologue & Scene i
HONORS ENGLISH 9 7/10 >

ENGLAND & PARLM.
GLOBAL HISTORY 9 20/40 >

May 2019

	SU	MO	TU	WE	TH	FR	SA
Dec 2019							
Jan 2020							
Feb							
Mar				1	2	3	4
Apr	5	6	7	8	9	10	11
May	12	13	14	15	16	17	18
Jun	19	20	21	22	23	24	25
Jul	26	27	28	29	30	31	
Aug							
Sep							
Oct							
June 2019							

Today

Click for a Weekly Overview

To view *Assignments*, click on the date where the dot displays below date. A list of assignments will be displayed at the bottom of the screen.

Place the Mouse over the "Assignment Tab" for assignment information.

To view *Assignments*, click on the date where the dot displays below date. A list of assignments will be displayed at the bottom of the screen.



Sayville Public Schools Infinite Campus/Parent Portal Instructions

The Infinite Campus Parent Portal ~ Calendar > Schedule Tab (MS and HS only) ~

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Responsive Schedule

Documents

More

Calendar

Jane D Doe

18-19 Sayville High School

Make-up Day

Assignments Schedule Attendance

Dec	May 2019							Today
2019	SU	MO	TU	WE	TH	FR	SA	
Feb				1	2	3	4	
Mar								
Apr	5	6	7	8	9	10	11	
May	12	13	14	15	16	17	18	
Jun	19	20	21	22	23	24	25	
Jul	26	27	28	29	30	31		
Aug								
Sep								
Oct								
	June 2019							

Place the Mouse over the "Schedule Tab" for schedule information.

Click on the date where the dot is displayed for School Schedule information that will display to the right.



Sayville Public Schools Infinite Campus/Parent Portal Instructions

The Infinite Campus Parent Portal ~ Calendar - Attendance Tab (MS and HS only) ~

Message Center
Today
Calendar
Assignments
Grades
Grade Book Updates
Attendance
Schedule
Responsive Schedule
Documents
More

Calendar Jane D Doe

Assignments Schedule **Attendance**

Dec 2019 Today
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct

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	

18-19 Sayville High School

01	HONORS EARTH SCIENCE	TARDY UNKNOWN
06	ROBOTICS ENGINEERING 2 Activity	ABSENT EXEMPT
07	RESOURCE ROOM Activity	ABSENT EXEMPT
08	REGENTS GLOBAL HISTORY 9 Activity	ABSENT EXEMPT
09	REGENTS SPANISH 2 Activity	ABSENT EXEMPT

View of student's Attendance Details, after clicking the date with the dot on the Attendance Calendar.



Sayville Public Schools Infinite Campus/Parent Portal Instructions

The Infinite Campus Parent Portal ~ Assignments (MS and HS only) ~

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Responsive Schedule

Documents

More

Assignments

Jane D Doe

Missing | Current Term Today

free ADVANCED CERAMICS	93/100 >
functional aminimal pot ADVANCED CERAMICS	90/100 >
glazing ADVANCED CERAMICS	100/100 >
Perspctive name CREATIVE CRAFTS	100/100 >
Tiki CREATIVE CRAFTS	100/100 >
hot air balloon CREATIVE CRAFTS	95/100 >
Tuesday 06/25	
Final Exam	

Select the tab for
"Missing" Assignments or
"Current Term" Assignments



Sayville Public Schools Infinite Campus/Parent Portal Instructions

The Infinite Campus Parent Portal ~ Grades (MS and HS only) ~

The screenshot displays the Infinite Campus Parent Portal interface. On the left is a dark sidebar menu with items: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Documents, and More. The 'Grades' item is highlighted with a purple arrow. The main content area shows the 'Grades' section for user 'Jane D Doe'. At the top, there are tabs for 'All Terms', 'Q1', 'Q2', 'Q3', and 'Q4'. A purple arrow points to the 'Q4' tab. Below the tabs, the current term is 'Term Q4 (04/06 - 06/17)'. A 'Settings' dropdown menu is visible, with a purple arrow pointing to it. The main content shows a course 'ADVANCED CERAMICS' for 'Quarter Q4 (04/08 - 06/26)'. Below this, there are rows for 'Quarter' (96 (95.62%)), 'Final Ex' (100 (100%)), and another 'Quarter' (96 (96.17%)). At the bottom right, a 'Settings' panel is open, showing 'Grades Settings' with two checkboxes: 'Hide dropped courses' and 'Hide rows without grades or assignments'. There are also 'Expand All' and 'Collapse All' buttons.

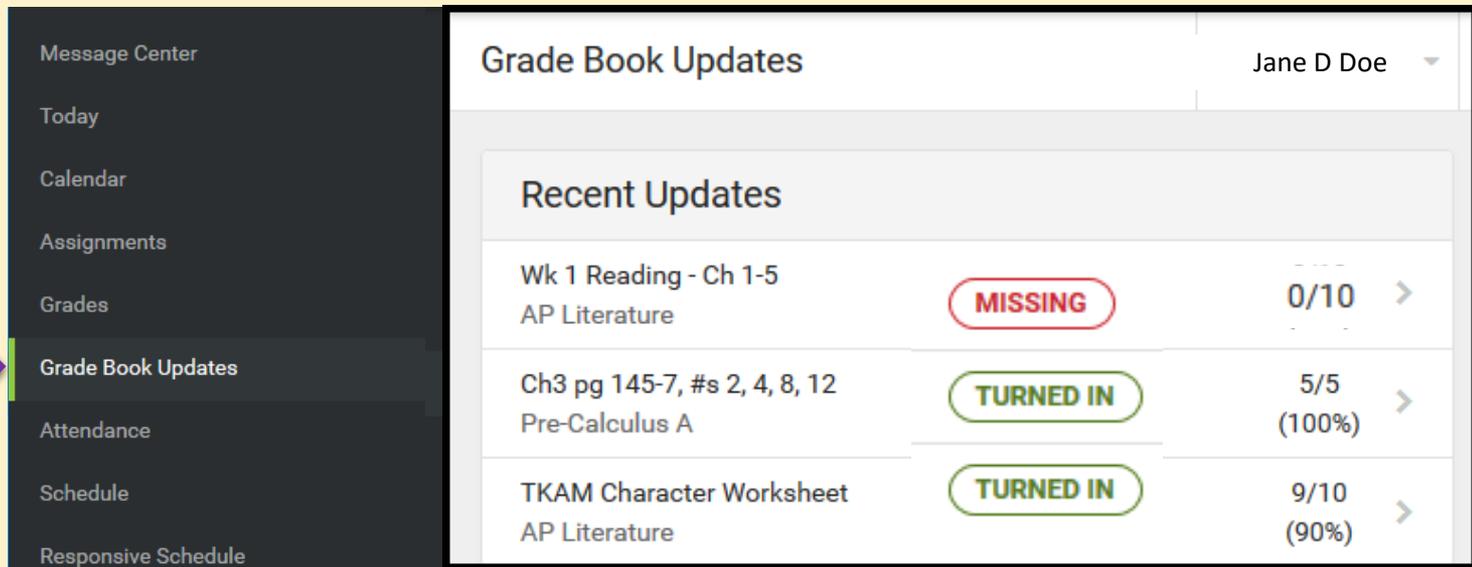
Choose the term or
"All Terms"

Selecting "Settings" allows
the hiding of dropped courses
or assignments without
grades.



Sayville Public Schools Infinite Campus/Parent Portal Instructions

The Infinite Campus Parent Portal ~ Grade Book Update (MS and HS only) ~



The screenshot displays the Infinite Campus Parent Portal interface. On the left is a dark sidebar with navigation options: Message Center, Today, Calendar, Assignments, Grades, **Grade Book Updates** (highlighted with a purple arrow), Attendance, Schedule, and Responsive Schedule. The main content area is titled 'Grade Book Updates' and shows the user 'Jane D Doe'. Below the title is a 'Recent Updates' section with a table of assignments:

Assignment	Status	Score	Action
Wk 1 Reading - Ch 1-5 AP Literature	MISSING	0/10	>
Ch3 pg 145-7, #s 2, 4, 8, 12 Pre-Calculus A	TURNED IN	5/5 (100%)	>
TKAM Character Worksheet AP Literature	TURNED IN	9/10 (90%)	>

Grade Book Updates lists all of the assignments that have been scored or otherwise updated in the last 14 days.



Sayville Public Schools Infinite Campus/Parent Portal Instructions

The Infinite Campus Parent Portal ~ Attendance (MS and HS only) ~

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Responsive Schedule

Documents

More

Attendance

Q1 Q2 Q3 **Q4**

Term Q4 (04/06 - 06/17)

COURSE		ABSENT	TARDY	
ADVANCED CERAMICS	0	0	1	>
CHEMISTRY LAB	0	0	0	>
CREATIVE CRAFTS	1	0	0	>
HONORS ALGEBRA II	1	0	0	>
HONORS ENGLISH 10	0	0	0	>
HONORS GLOBAL HISTORY 1	0	0	0	>
HONORS SPANISH 3	1	0	0	>
PHYSICAL ED.			0	>

Use "Current" or the arrows to select the "Term"



Sayville Public Schools Infinite Campus/Parent Portal Instructions

The Infinite Campus Parent Portal ~ Schedule (MS & HS only) ~

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Responsive Schedule

Reports

Discussions

More

Schedule

Q1 Q2 Q3 **Q4**

Term Q4 (04/06 - 06/17)

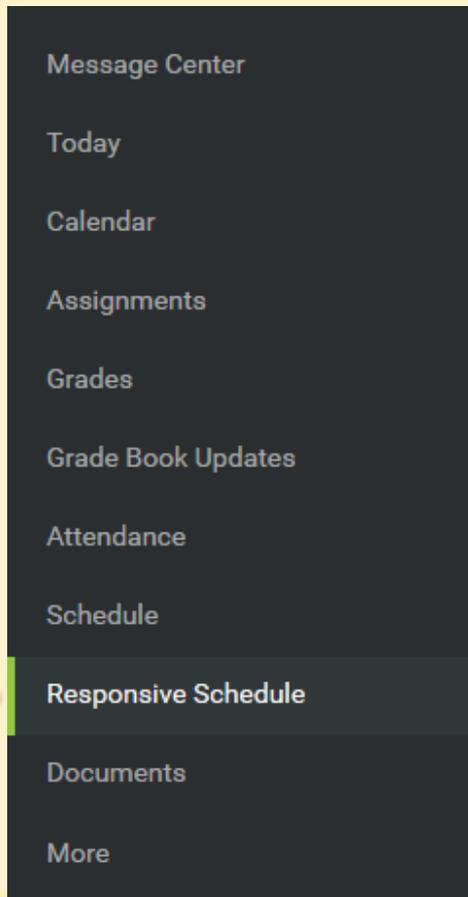
COURSE		ABSENT	TARDY
OHR	Second Grade Homeroom 9:00 AM - 3:30 PM	Morisie, D Rm: 125	
ELA	Second Grade English 9:00 AM - 12:20 AM	Ms. Morisie Rm: 125	
MATH	Second Grade Math 10:20 AM - 12:00 AM	Ms. Morisie Rm: 125	
ART	Second Grade Art 11:20 AM - 12:00 PM	Ainslie, J Rm: Art	
SCIENCE	Second Grade Science 9:00 AM - 12:20 AM	Ms. Morisie Rm: 125	

Use "Current" or the arrows to select the "Term"



Sayville Public Schools *Infinite Campus/Parent Portal Instructions*

The Infinite Campus Parent Portal **~ Responsive Schedule ~**



**The Responsive Schedule option is
not available
at this time.**



Sayville Public Schools Infinite Campus/Parent Portal Instructions

The Infinite Campus Parent Portal ~ Documents (All Grades) ~

The screenshot shows the Infinite Campus Parent Portal interface. On the left is a dark sidebar menu with the following items: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Documents, and More. A large purple arrow points to the "Documents" item. On the right is the main content area, which is titled "Reports". Below the title, there is a list of report cards: "Student Schedule", "hs report card qtr 1", "hs report card qtr 2", "hs report card", and "hs report card". A purple callout box with a white border points to the "hs report card qtr 1" item. The callout box contains the text: "Reports is where Report Cards and Schedule can be viewed and printed. Schedules *will not be* available until just before the start of the new school year."



Sayville Public Schools *Infinite Campus/Parent Portal Instructions*

The Infinite Campus Parent Portal **~ More ~**

Message Center	More
Today	
Calendar	Address Information >
Assignments	Assessments >
Grades	Behavior >
Grade Book Updates	Demographics >
Attendance	Family Information >
Schedule	Health >
Responsive Schedule	Important Dates >
Documents	Lockers >
More	Campus Backpack >





Sayville Public Schools

Infinite Campus/Parent Portal Instructions

The Infinite Campus Parent Portal Home Page ~ More > Address Information ~



More

- Address Information
- Assessments
- Behavior
- Demographics
- Family Information
- Health
- Important Dates
- Lockers >
- Campus Backpack >

< Back

Doe Household

The Household phone number can be update by clicking the "update" button.
The Household address can be changed but is subject to review and proof of residency.

Phone (631) 555-1234

Primary (Mailing) 123 Sayville Way Sayville NY 11782

Select <Back at the top of the page to return to the "More" Menu



Sayville Public Schools Infinite Campus/Parent Portal Instructions

The Infinite Campus Parent Portal Home Page ~ More > Assessments ~

More

- Address Information
- Assessments**
- Behavior
- Demographics
- Family Information
- Health
- Important Dates
- Lockers >
- Campus Backpack >

< Back John B. Doe

Assessments

State Tests

NAME	SCORE	RESULT	DATE
NYS English Grade 3 ELA, (800)	326.000	LEVEL 3	04/16/2013
NYS English Grade 4 ELA, (006)	339.000	LEVEL 3	04/01/2014
NYS English Grade 5 ELA, (802)	309.000	LEVEL 2	04/14/2015
NYS English Grade 6 ELA, (804)	314.000	2	04/05/2016
NYS English Grade 7 ELA, (806)	326.000	3	03/27/2017

Review students Local, NY State Assessments and Regents score outcomes.

Select <Back at the top of the page to return to the "More" Menu



Sayville Public Schools

Infinite Campus/Parent Portal Instructions

The Infinite Campus Parent Portal Home Page ~ More > Behavior (MS and HS only) ~

The screenshot shows the Infinite Campus Parent Portal interface. At the top left, there is a '< Back' button. At the top right, the user's name 'John B. Doe' is displayed next to a profile icon. Below the header, the 'Behavior' section is visible, containing a table with the following data:

DATE/TIME	EVENT	
05/07/2019 9:45 AM	Cell Phone	>
01/03/2019 11:07 AM	Class Truancy	>
10/04/2018 10:41 AM	Class Truancy	>

On the left side, the 'More' menu is expanded, showing various options. A purple arrow points to the 'Behavior' option in this menu.

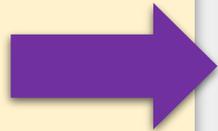
- More
- Address Information
- Assessments
- Behavior
- Demographics
- Family Information
- Health >
- Important Dates >
- Lockers >
- Campus Backpack >

Select <Back at the top of the page to return to the "More" Menu



Sayville Public Schools Infinite Campus/Parent Portal Instructions

The Infinite Campus Parent Portal Home Page ~ More > Demographics ~



More

- Address Information
- Assessments
- Behavior
- Demographics**
- Family Information
- Health
- Important Dates
- Lockers >
- Campus Backpack >

< Back John

Student Demographics

Non-Household contacts can be updated or deleted. Go to the bottom of the page and use the "add contact" button to add additional contacts.

John B Doe

Birthday 09/19/2006	Gender Male
-------------------------------	-----------------------

Non-Household Relationships

Relationship	Phone	Email	
Grandparent/Student Bob Kat	Cell: (631)567-9867 Other (631)555-1234	No data	<input type="button" value="Update"/>
Grandparent/Student Kitty Kat	Other (631)555-1234	No data	<input type="button" value="Update"/>

Select <Back at the top of the page to return to the "More" Menu



Sayville Public Schools Infinite Campus/Parent Portal Instructions

The Infinite Campus Parent Portal Home Page ~ More > Family Information ~

More

- Address Information
- Assessments
- Behavior
- Demographics
- Family Information**
- Health
- Important Dates
- Lockers
- Campus Backpack

< Back John

Adam Information

You can now update your contact information by clicking the "update" button. Having an active email address in the Infinite Campus Portal will enable your child's teacher to contact you with regards to assignments and other important information.

John B Doe

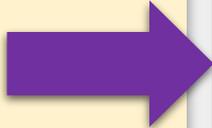
Contact Information

Phone	Email
No data	JBDoe@Schooldistrict.org

Joan Doe

Contact Information

Phone	Email
Cell: (631)567-9867	Jdoe@yahoo.com
Work (631)345-6789	Jdoesfamily@google.com
Other (631)555-1234	





Sayville Public Schools Infinite Campus/Parent Portal Instructions

The Infinite Campus Parent Portal Home Page ~ More > Health ~

Select <Back at the top of the page to return to the "More" Menu

The screenshot shows the 'More' menu on the left with a purple arrow pointing to the 'Health' option. The main content area displays the 'Immunizations' page for a user named John B. Doe. At the top of this page is a '< Back' button. Below it is a table with three columns: VACCINE, COMPLIANCE STATUS, and DOSES.

VACCINE	COMPLIANCE STATUS	DOSES
Diphtheria-tetanus-pertussis, combined [DTaP, DTP]	COMPLIANT	11/22/2004 01/26/2005 04/06/2005 03/13/2006
Hepatitis B [Hep B]	COMPLIANT	12/27/2004 03/02/2005 12/13/2005
Measles-Mumps Rubella [MMR]	COMPLIANT	09/26/2005 09/03/2009
Meningococcal	COMPLIANT	10/20/2016
Polio [IPV, OPV]	COMPLIANT	12/27/2004 03/02/2005 12/13/2005 11/23/2013



Sayville Public Schools Infinite Campus/Parent Portal Instructions

The Infinite Campus Parent Portal Home Page ~ More > Important Dates ~

More

- Address Information
- Assessments
- Behavior
- Demographics
- Family Information
- Health
- Important Dates**
- Lockers
- Campus Backpack

Important Dates

Date	Event
Tuesday	
04/24/2019 Wednesday	Holiday - Spring Break
04/25/2019 Thursday	Holiday - Spring Break
04/26/2019 Friday	Holiday - Spring Break
05/24/2019 Friday	Make-up Day
05/27/2019 Monday	Holiday - Other
06/18/2019 Tuesday	Rgnts No Attendance
06/19/2019 Wednesday	Rgnts No Attendance
06/20/2019 Thursday	Rgnts No Attendance
06/21/2019 Friday	Rgnts No Attendance

Navigation: Select <Back at the top of the page to return to the "More" Menu



Sayville Public Schools Infinite Campus/Parent Portal Instructions

The Infinite Campus Parent Portal Home Page ~ More > Lockers ~

The screenshot shows the Infinite Campus Parent Portal interface. On the left is a vertical menu titled "More" with the following options: Address Information, Assessments, Behavior, Demographics, Family Information, Health, Important Dates, Lockers, and Campus Backpack. A large purple arrow points to the "Lockers" option. The main content area shows a "Back" button, the user name "John B. Doe", and a blue message bar stating "No locker information available." Below this, red text reads: "The Lockers option is not available at this time."



Sayville Public Schools Infinite Campus/Parent Portal Instructions

The Infinite Campus Parent Portal Home Page ~ More > Backpack ~

More

- Address Information >
- Assessments
- Behavior
- Demographics
- Family Information
- Health
- Important Dates >
- Lockers
- Campus Backpack

**Backpack has copies of previous years final Report Cards.
* More are scheduled to be added!**

Campus Backpack

Student Name	Document Name	Published Date	Acknowledged	View
Samie Student	2017 2018 High School Report Card	May 27, 2020 12:45 PM	-	
Suzie Student	2017 2018 High School Report Card	May 27, 2020 12:45 PM	-	
	2018 2019 High School Report Card	Feb 13, 2020 1:02 PM	-	

Reports on this page require the Adobe Acrobat Reader (free). Get Adobe Acrobat Reader



PARENTS:
If you are experiencing difficulty with the Parent Portal please e-mail sayvilleportalinfo@sayvilleschools.org