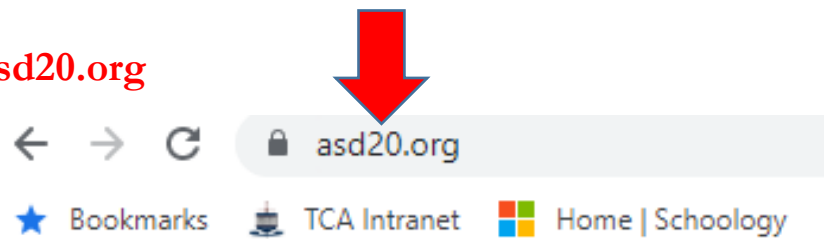


# Steps to Setting Up your Student's Password

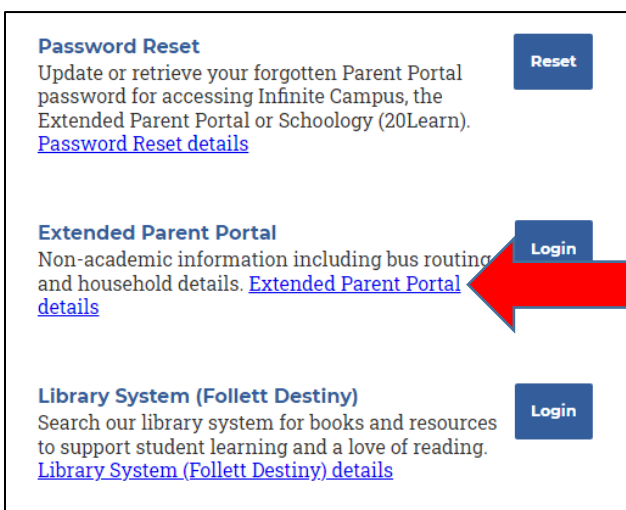
1.) Type in the web browser field – **asd20.org**



2.) Click on the **“LOGINS”** icon on the left margin of the home page.



3.) Click on the **“Extended Parent Portal details”** link.



### How to Login

The format for a new parent/guardian is: **username\_p@asd20.org**.

The username and temporary password are emailed to the parent or guardian. For more information, click on the [Help Desk](#).

### Who Has Access

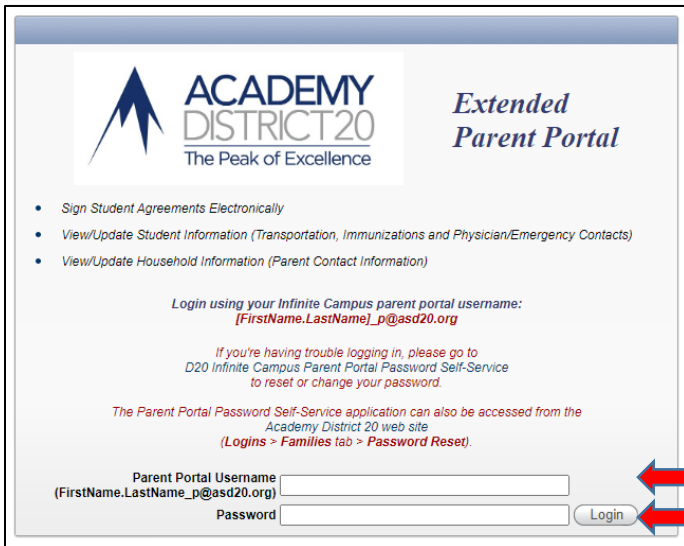
Parents/Guardians who are part of a household with the student have access.

### How to Gain Access

The Extended Parent Portal is linked to the Parent Infinite Campus (IC) and allows parents/guardians to create or change household membership online. Contact Academy District 20 for more information and to request access to the Extended Parent Portal. Central Registry can also assist with this process.



4.) Scroll Down and Click on the **“Login”** button.



5.) You will come to the Infinite Campus (IC) website.

Type in your PARENT **username; first.last\_p@asd20.org** and **password: ?????**

*If you do not know your username and/or password, you will need to contact District 20 for help. Call (719) 234-1777*

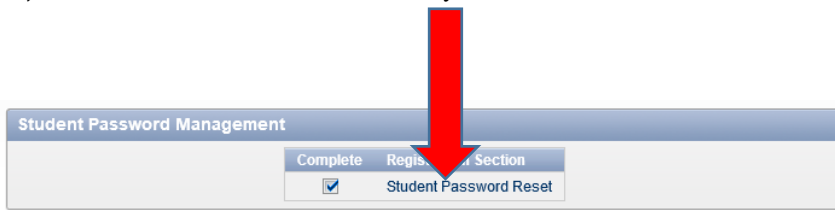
6.) Hopefully, you will see a window like this . . .

*OK, with your family, not mine.*

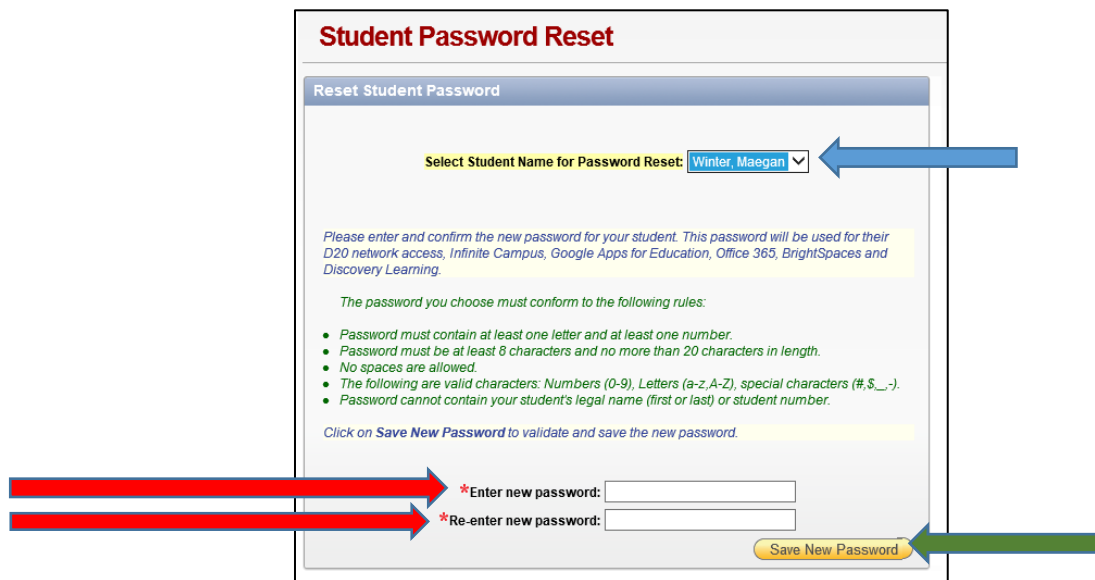
Select your student.



7.) Click on the link that says “Student Password Reset”



8.) Follow the directions to create and submit a new password. IF you have multiple students, you can select from the pull down window and enter new passwords for each student. Don't forget to click “Save New Password”.



\*\*\*After Saving New Password, you should see a green box at the top that announces your SUCCESS!

I hope this helps. I appreciate your diligence and efforts to make this necessary change. Your student will soon be able to enjoy computer class and begin their lessons in typing. Thank you.

~ Mr. Winter

[mwinter@asd20.org](mailto:mwinter@asd20.org)