



## Assisting Parents with Campus Parent

1

Search for the student associated with the parent account.

The screenshot shows the Infinite Campus interface. On the left, a search sidebar is open with 'Student' selected in the 'Type' dropdown. The search input field contains 'clarke, ensley' and is highlighted with a red box. Below the search bar, the results show '24-25 Southern Lee High' with '1 - 1 of 1 results' and a profile card for 'Clarke, Ensley S' with ID '(10) 12/16/2008'. On the right, the 'Message Center' is visible, showing 378 messages. The first message is 'Records Transfer' with status 'New Waiting: Pitt'.

2

Go to *Census > People > Relationships*.

The screenshot shows the Infinite Campus navigation menu. The 'Main Menu' is open, and the 'Census' option is selected. Under the 'Census' menu, the 'People' sub-menu is expanded, and the 'Relationships' option is highlighted with a red box. Other options in the 'People' sub-menu include 'Add Person', 'Contact Log', 'Demographics', 'Enrollments', 'Fees', 'ID History', 'Identities', 'Impact Aid', 'Membership in Households', 'Military Connections', 'Parking', 'Payments', 'Programs', 'School Choice Applications', 'SIF Person Data', and 'Student Assignment Overrides'.



### Assisting Parents with Campus Parent

- 3 Ensure that the students' guardians are marked with guardian (if applicable), mailing, portal and messenger.

Relationships ☆

Clark, S. S. Student #: [REDACTED] DOB: 12/16/2008  
School Pickup

Save New Non-Household Relationship

Relationships within the Delong Clarke/Clarke \*\*Primary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Clarke, Adrian M	M	Father	01/01/1901		2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clarke, Stefanie F	F	Mother	08/08/2024		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 4 Then click on the name of the guardian seeking a Campus Parent account. **IMPORTANT: Make sure you are on the guardian page, not the student.** Notice that from the guardian view, you can still see all students connected to that guardian (see red arrow for an additional student connected to the guardian). All connected students will appear in Campus Parent. Make sure the connected students do not have an end date.

Relationships ☆

Clarke, Stefanie Staff #: [REDACTED] DOB: 09/14/1976

Save New Non-Household Relationship

Relationships within the Delong Clarke/Clarke \*\*Primary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Clarke, Adrian M	M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarke, S. S.	F	Mother	08/08/2024		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Non-Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Morales, Patricio	M		08/07/2024			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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- 5** Click on the demographics within the guardian account.

Relationships ☆  
Clarke, Stefanie [ID] [State] [DOB: 09/14/1976]

[Save](#) [New Non-Household Relationship](#) [Add Person](#) [Contact Log](#) [Demographics](#) [Enrollments](#) [Fees](#) [ID History](#)

Relationships within the Delong Clarke/Clarke \*\*Primary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Clarke, Adrian M M						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarke, Ensley S F		Mother	08/08/2024		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



- 6** Go to the Person Identifiers in *Census > People > Demographics*.

Demographics ☆  
Clarke, Stefanie [ID] Staff #: [Redacted] DOB: 09/14/1976

[Save](#) [Delete](#) [Person Summary Report](#) [Demographics Data](#)

Select a Value

Comments

- Modified by: Jones, Kendra 08/13/2024 10:12

Person Identifiers

Local Student Number

Student State ID  [Assign NC Student ID](#)

Local Staff Number

Staff State ID  ⓘ

Person GUID

Portal Username

- 7** Cut and paste the **GUID** to the user, following the instructions.



## Assisting Parents with Campus Parent

- a. Open your email and send the following message and the GUID to the parent requesting assistance.

Welcome to the new Campus Student and Campus Parent portals! Campus Student and Campus Parent put school information at your fingertips with real-time access to announcements, assignments, attendance, grades, schedules, and more! To get started, follow the steps below.

1. Download the Campus Parent app from the App Store or Google Play.
2. Open the app and search for your **District Name** and **State**. Skip to Step 6.
3. If using a web browser, visit [infinitecampus.com](http://infinitecampus.com) and click **Login** at the top right.
4. Search for your **District Name** and **State**. Select your district from the list.
5. Click **Parent/Student** and then click **Campus Parent**.
6. Click **New User?**
7. Enter your **Activation Key** in the space provided and then **Submit**. The activation key was sent to the guardian email address at your child's school. (**Place GUID here, which will be their Activation Key**)
8. Enter a **Username** and **Password** and click **Submit**.