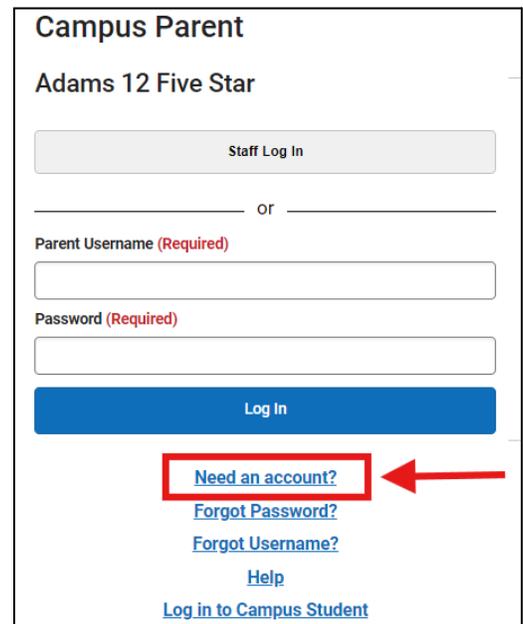
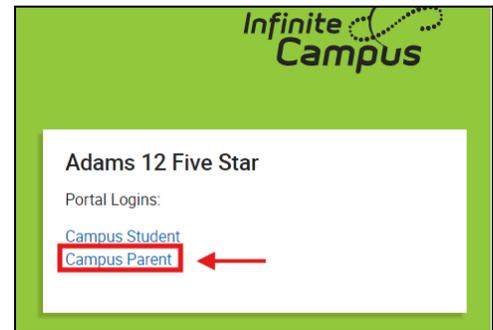
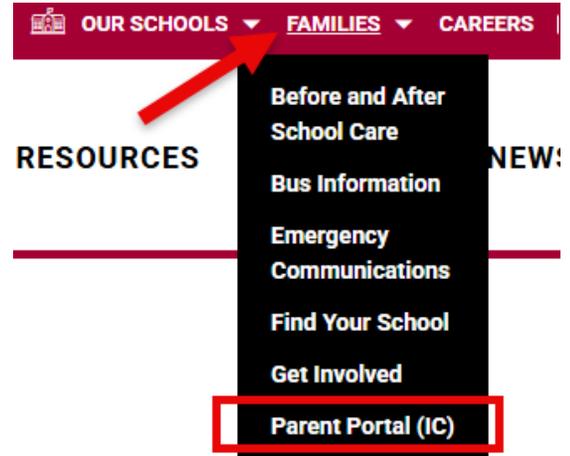


# Parent Portal Guide - Infinite Campus

This guide describes how to create a parent/guardian portal account, navigate to the annual Online Check-in, locate student schedules prior to the start of a new year, and view additional information.

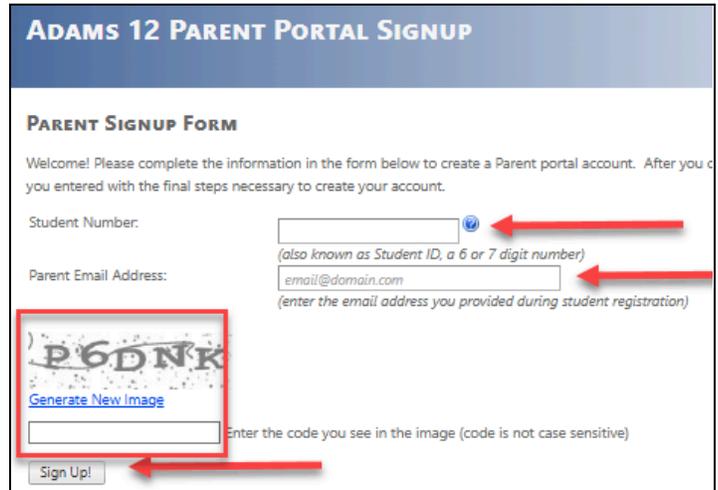
## Create a Parent/Guardian Portal Account

1. Open an internet browser and navigate to the Adams 12 Five Star Schools home page [www.adams12.org](http://www.adams12.org).
2. Click on the 'Families' drop down at the top of the page.
3. Select the 'Parent Portal (IC)' link from within the drop down.
4. Select 'Campus Parent' from the Portal Logins page.
5. From the Campus Parent page, Click 'Need an account?'.



6. To set up your new account, the following information is required:

- a. Your child’s Student Number.  
Depending on the school, this number might be found on the student’s ID card, a report card, or used as a lunch number. The number can also be obtained by contacting the student’s school.
- b. Your email address.



7. Enter the captcha text at the bottom of the screen (letters are not case sensitive).

8. Click ‘Sign Up!’

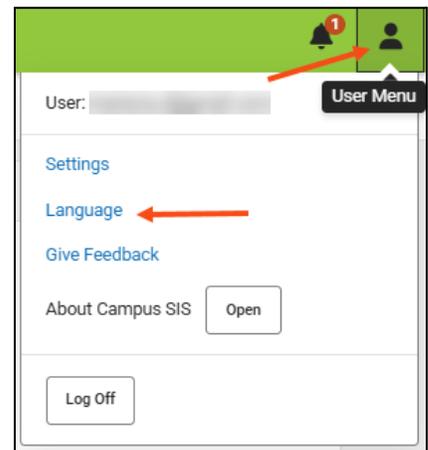
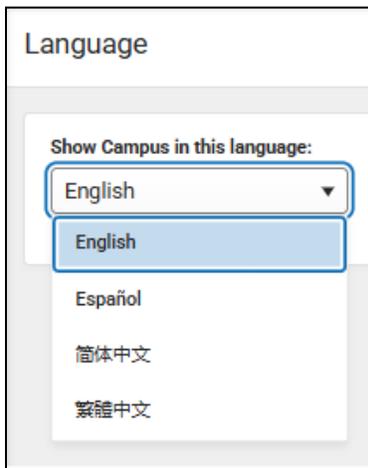
9. After completing these steps, you will receive an email with an activation link. Click the link to set a password and complete the process.

10. If the information you entered cannot be confirmed, a new screen will appear that requests further validation. If still unsuccessful, please contact your student’s school.

## Portal View - Language Preference

Portal users have the ability to navigate the Portal in English, Spanish, Simplified Chinese, or Traditional Chinese. While general Portal information is translated, student-specific data is only displayed in English.

- 1. Select the Person icon in the top right corner.
- 2. Select ‘Language’
- 3. In the next dropdown, select the preference from the available options.

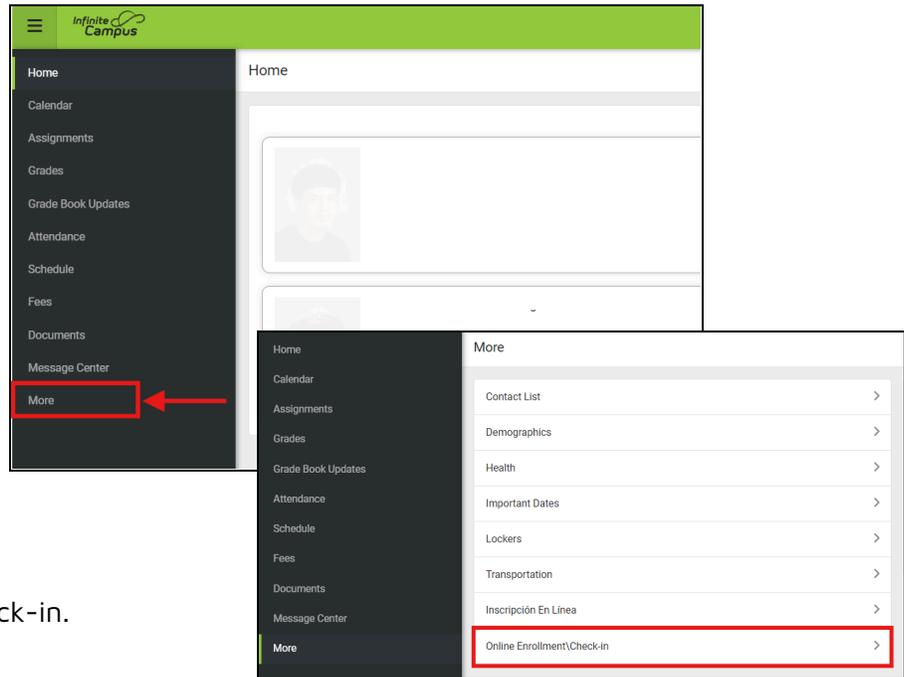


## Online Check-in Navigation

1. After logging in to your parent portal, click on the menu icon at the top left of the main page.

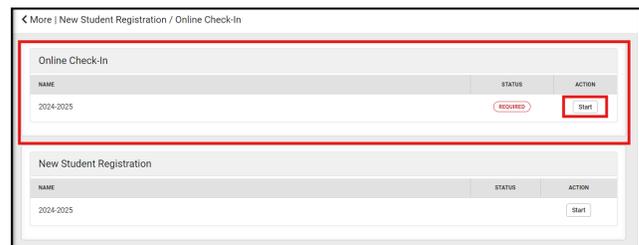


2. From the Home menu, select 'More'.



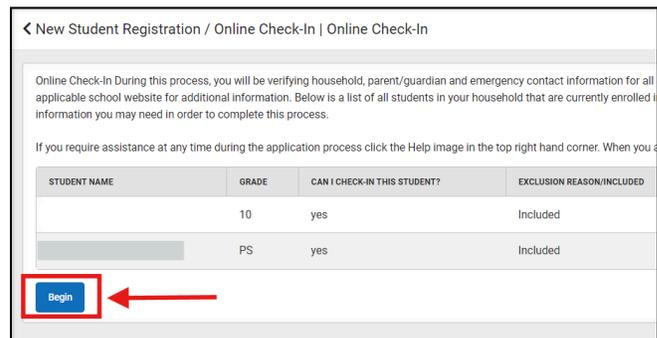
3. Select Online Enrollment/Check-in.

4. Click the 'Start' button under the Online Check-in option.



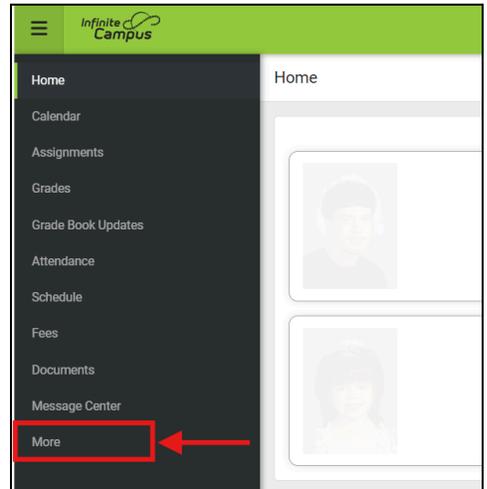
5. Click 'Begin', then follow the screen prompts to complete Online Check-In.

Note: If you do not have the option to begin online Check-in for your student, please contact the parent support line at 720-972-2003 or your student's school.

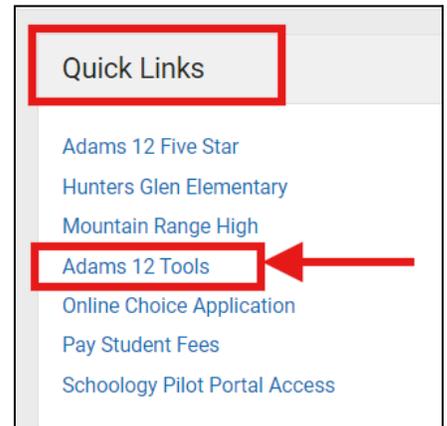


## Student Schedules

1. To find your student's schedule, navigate back to 'More' from the Home menu.

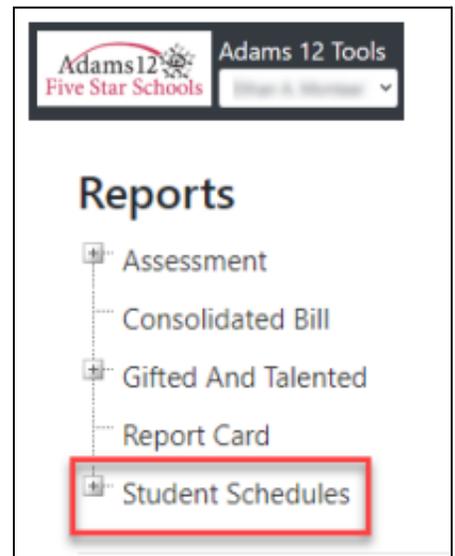


2. From the Quick Links section to the right of the screen, select 'Adams 12 Tools'.



3. Select 'Student Schedules' under Reports.

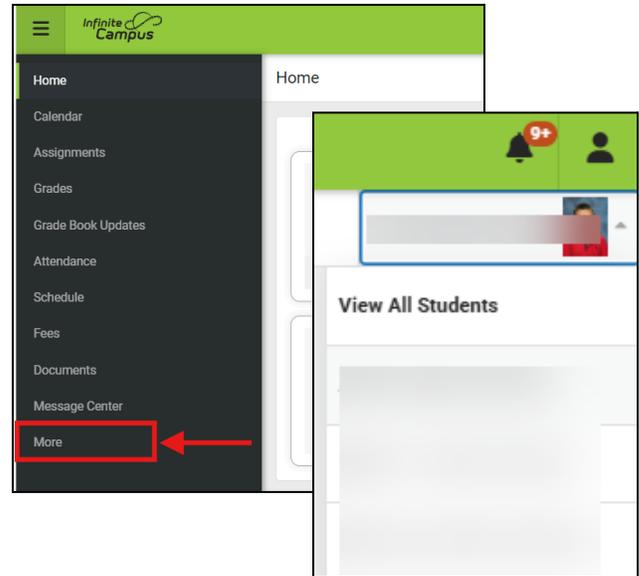
Note: Student Schedules will be available the week before school starts for families that complete Online Check-in.



## Navigating Campus Portal

The Menu on the left side of the screen will display information for each student selected.

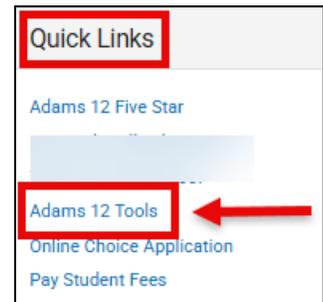
1. Select a Student
2. Click any option from the Menu to view desired information on the selected student.
  - a. View Another Student
  - b. Click the drop down arrow at the right top corner of the screen, next to the smaller picture of the current student.



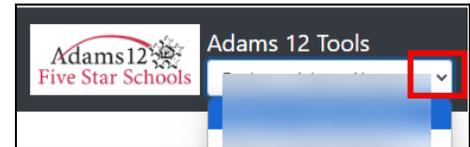
Only students with an enrollment in the current year or an enrollment next year will display in the list.

## Adams 12 Tools

1. Click on **More** at the bottom of the Menu.
2. In the **Quick Links** section, click on **Adams 12 Tools**.
3. A new page will display with report options that can be selected.
  - Assessment
  - Consolidated Bill
  - Gifted and Talented
  - Report Cards
  - Student Schedules



Note: you can use the drop down at the top left of the screen to switch to a different student.



## View Assessment Scores

1. Under the Reports menu, select **Portal Assessment Summary**.
  - A new page will display a summary of assessments for the student.
2. Print Assessment scores report.
  - Use the drop down under the Save icon to select the type of file you want to download.
  - A common choice is PDF.

