CAPROCK ACADEMY
CHARACTER. ACCOUNTABILITY. ACADEMICS

# CreateYour Infinite Campus Parent Portal

## EVERY FAMILY MUST COMPLETE BEFORE THE FIRST DAY OF SCHOOL

**Your Infinite Campus Activation Key was emailed to the address we have on file. Please check your Inbox, Junk, and Spam folders. If you cannot find your activation email or need assistance with account setup, contact Mrs. LaRisa Rundquist, l.rundquist@caprockacademy.org**

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## 1 Please Complete the Following:

1. Create your Parent Portal account
2. Verify your family information
3. Parent Permissions
4. Review and update your Emergency Contacts and Authorized Pickup List

*Parents/Guardians are already listed. If you would like to authorize additional individuals for emergency contact or student pickup, please add them in the Parent Portal.*
*Emergency Contacts and Authorized Pickup information must be up to date before the first day of school.*

## 2 View Your Student's Schedule

1. Class Schedule
2. Teacher Assignments

*High School Students (Grades 9–12), need a schedule change?*
*Please contact Academic Counselor Ms. Megan Warkoski, m.warkoski@caprockacademy.org or SIS Manager Mrs. LaRisa Rundquist, l.rundquist@caprockacademy.org*

*Schedule Change Request Forms are available in the Front Office. Forms must be completed and approved before any schedule changes will be made. Students should continue attending their current schedule until notified of an approved change.*

**Please scan the QR code to complete the setup of your account. Please be patient. Once you start, you must IMMEDIATELY complete the process.**

## 3 Create Parent Portal

SCAN ME

1. Scan QR code, click Campus Parent
2. Click on the New User? at the bottom of the login in area
3. Enter your Activation Key, sent to your email
4. Create your username and password
5. Be sure to bookmark this site

*IF the QR code does NOT work, PLEASE use the following steps to complete the setup of your account:*

*1. Type this link in a internet browser*
*https://caprockacademyco.infinitecampus.org/campus/portal/parents/caprock.jsp*
*2. Click on the New User? at the bottom of the login in area*
*3. Enter your Activation Key, sent to your email*
*4. Create your username and password*
*5. Be sure to bookmark this site*

**The Campus Student and Campus Parent apps provide the same tools as the browser version, with the benefit of the option to Stay Logged In and receive notifications.**

## 4 Logging in to the App

1. Download the app from the App Store or Google Play
2. Search Caprock Academy and Colorado
3. Enter your Username and Password
4. If using a secure, private device, mark Stay Logged In to receive mobile notifications
5. Click Log In!

***How do I get Notifications?***

*You may need to enable notifications on your device as well, in addition to the app settings. After logging in, click the user menu in the top right and then click Settings and Notification Settings. From there, indicate which types of notifications you'd like to receive and set the threshold for notifications. For example, indicate if you only want to receive Assignment notifications if the score is below 70%. Click Save.*