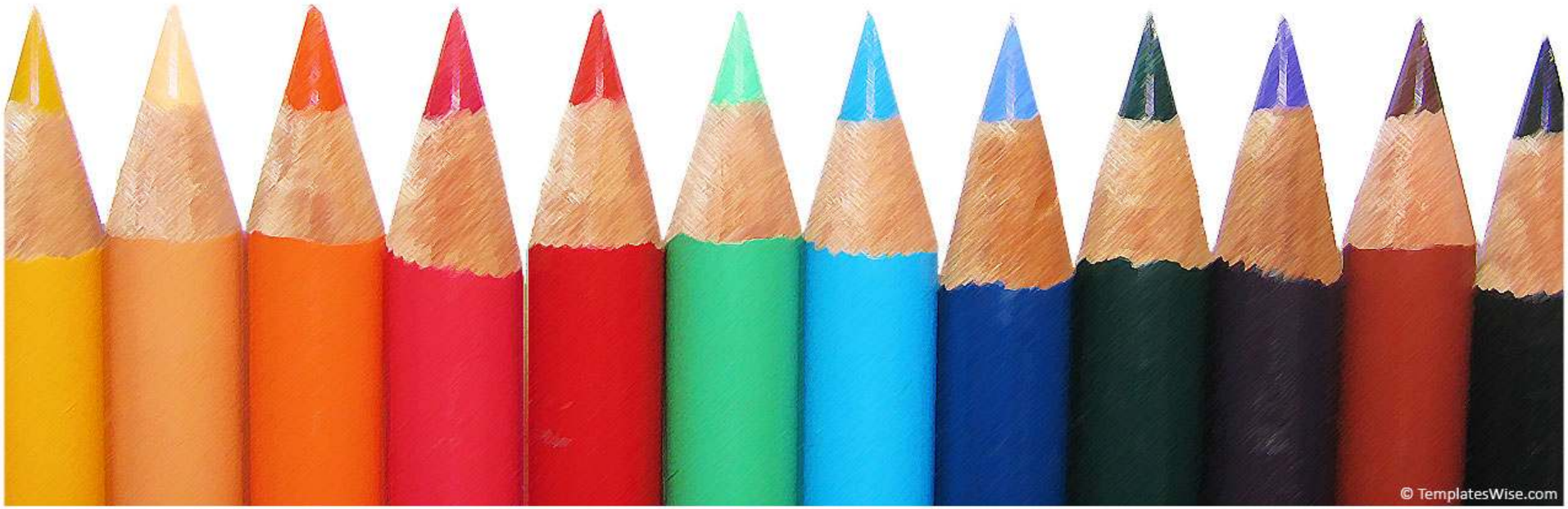
# Infinite Campus

## Parent/Student Portal

Presented By:

Jason Rector

Rita Carter



# How do you get access?

You come to your child(ren)'s registration meeting or school office and verify that your household information is correct.

You sign a release saying your household information is correct.

You complete a Parent Portal Access Request form and present it to school staff along with a photo ID.

You receive a Globally Unique Identification Number (GUID).

You will now have access to see your Child(ren)'s information.

# What do I do if my household information is not correct?

If your household information is not correct you will be asked to make corrections on the Infinite Campus household data printout given to you by school personnel.

The changes will be made to your household data and a corrected household data printout will be given to you to verify and sign. At this time you will be given your GUID Portal access number or will be told when you can pick up your GUID access number.

# Where can you access the Parent Portal from?

You can access the Infinite Campus Parent Portal from any computer that has internet access.

REQUIREMENT:
Your computer must have java and adobe acrobat reader installed which are free downloads.

www.java.com and www.adobe.com

# Computer Requirements

| Platform | Support Minimums | | Recommended Minimums | | |
|---|---|---|---|---|---|
| | **PC** | **Macintosh** | **PC Windows** | **PC Vista** | **Macintosh** |
| **Operating System** | Windows 2000 Pro | OS X<br>OS 9.2.2 (until 06/08) | 2000 Pro or XP | Vista | OS X |
| **Processor** | P3 | G3 | P4 | 1 GHz 32-bit | G4 |
| **RAM** | 256 | 256 | 512 | 1 GB | 512 |
| **Internet Browser** | IE 6.0<br>Firefox 2.0 X | Safari 1.3.2<br>Camino 1.0<br>Firefox 2.0.0.6 | IE 6.0<br>Firefox 2.0.x | IE 7 | Safari 2.0.x<br>Camino 1.5.1<br>Firefox 2.0.0.7 |
| **Java Plug-in** | Java 1.5.10 | Java 1.3.1<br>Apple Java (MRJ 2.2.5 or for OS 9.2.2) | Java 1.5.10 | Java 1.5.10 | Java 1.3.1 |

# What information will you see?

Each parent or guardian signed up for a Parent Portal account will see only their child(ren)'s information they are registered to access.

Only you as the parent or guardian will be allowed to see people in your household address unless you specify that a parent residing at another address should see your child(ren)'s information.

The information that appears in the Portal was taken from the Student Data form that you completed and returned to your child(ren)'s school at the beginning of the school year or at the time of registration.

# What you need to know about your password.

- You may make your password whatever is easiest for you to remember, but ensure the password is one that doesn't compromise your child(rens)'s data.
    - **REMEMBER – YOUR HOUSEHOLD INFORMATION IS VIEWABLE TO ANYONE WITH YOUR PASSWORD.**
- Your password must be at least 8 characters, which is recommended to be a mixture of letters and numbers combined. Passwords are case sensitive.
- 5 unsuccessful login attempts logging onto the system will lock you out and disable your account. You must email support for re-activation.
- The system will log you off if the account is inactive for 60 minutes.
- If you forget your username and password you will need to follow the Problems Logging In directions found on the Adair IC Infinite Campus Parent Portal site. For additional support see technical support requests.

# Technical Support Requests

**Technical support issues that can't be resolved by following the parent portal guidelines must be e-mailed to IC.support@adair.kyschools.us. You must include a detailed description of the issue in the e-mail. Technical support requests will be monitored Monday through Friday and will be addressed within three (3) school days with e-mail notification to the user.**

# What is the website?

https://central.infinitecampus.kyschools.us/campus/portal/adair.jsp?status=portalLogoff&lang=en

The Adair County Schools website can be found at

http://www.adair.kyschools.us/ic

and click on Parent/Student Portal Login.

# Login Screen

Welcome to the . Campus Portal!
Here you will find instant access to accurate, current and confidential information about your child(ren)□s school attendance, grades, class assignments and more!

**Tell me more!**

en In English
es En Español
中 中文简体
中 中文繁體

**First time using Campus Portal?**

If you have been assigned a Campus Portal Activation Key, click here
If you do not have an Activation Key, click here

**Already have a Campus Portal account?**

**User Name**

**Password**

Log In Problems logging in?

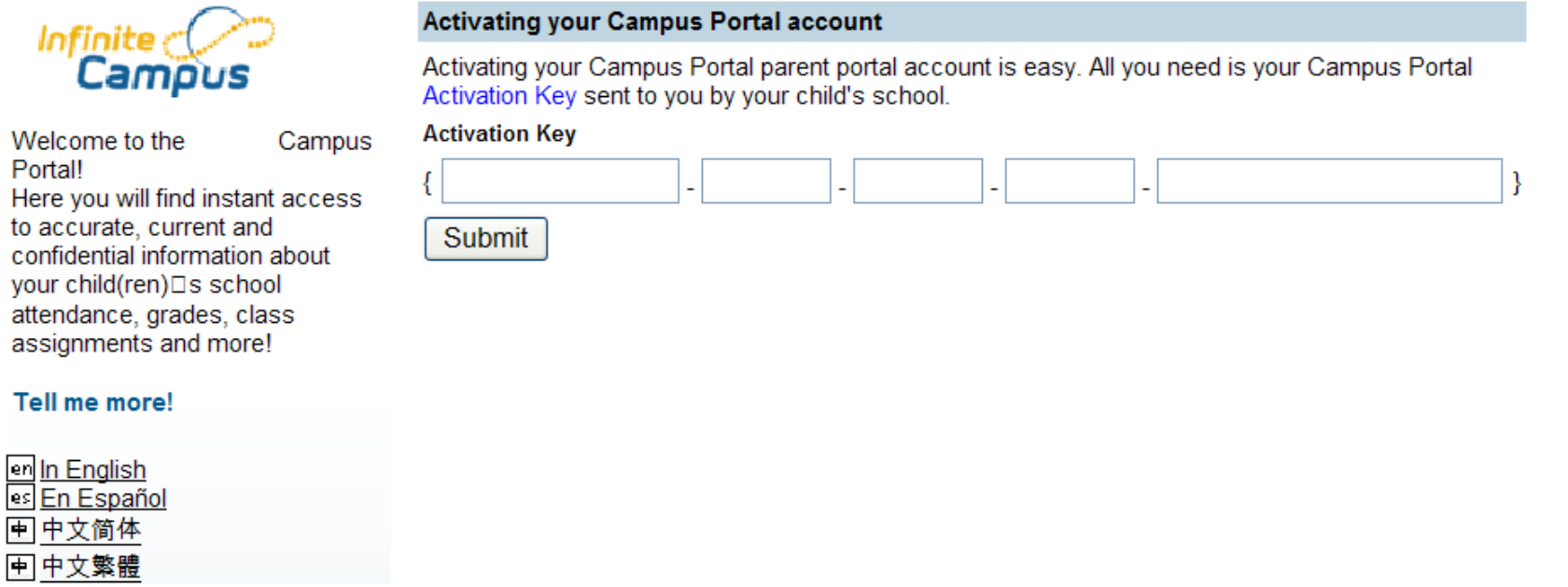
**District Notices**

- **[ 2006-10-02 ]** ***Need help using the Parent Portal? Click Here!***

# Your Globally Unique GUID ID goes here.

Click Submit once you have entered the activation key (GUID).

Upon inputting your GUID you will be prompted to create a user name and password.



# Parent Portal Navigation

| Option | Definition |
|---|---|
| Family | Personal household data including household members, address, phone numbers and e-mail address. |
| Calendar | Displays the district calendar. Days listed in gray are student days(s) off. The calendar link beneath a particular student displays only the information for that student. Click on the A+ to view class assignments due on that date (not all assignments may be entered for each course.) |
| To Do List | Displays a list of assignments or projects the student has that are due in each actively scheduled course section. |
| Schedule | The schedule lists the student's classes by period (shown vertically) and by term (shown horizontally) across the top of the schedule. Teacher E-mail - Parents may e-mail the teacher directly by clicking on the envelope icon next to the course. |
| Attendance | Student attendance entries are color coded to indicate a status of excused, unexcused, unknown or exempt. |
| Health | Lists students' health records. |
| Assessment | Displays state and national test scores. |

# Parent Portal Navigation

| Option | Definition |
|---|---|
| Reports | Provides the ability for parents to access report cards, transcripts, etc. for the year. |
| Grades | Displays student grades and assignments. |
| Newsletter | Displays the newsletter teachers create for each section in which the student is enrolled. |
| Student Fees | Lists the fees the student has and how much money is owed. |
| Contact Information | Displays the school's address and phone numbers. |
| Transportation | Displays the bus(es) the student rides to and from school. |
| Grad Planner | Displays the student's progress towards graduation, based on requirements entered for the curriculum program and credit summary information from historical grades. |
| PLP | Displays the students Personal Learning Plan. |
| Account | Allows users to change their password and view other account information. |

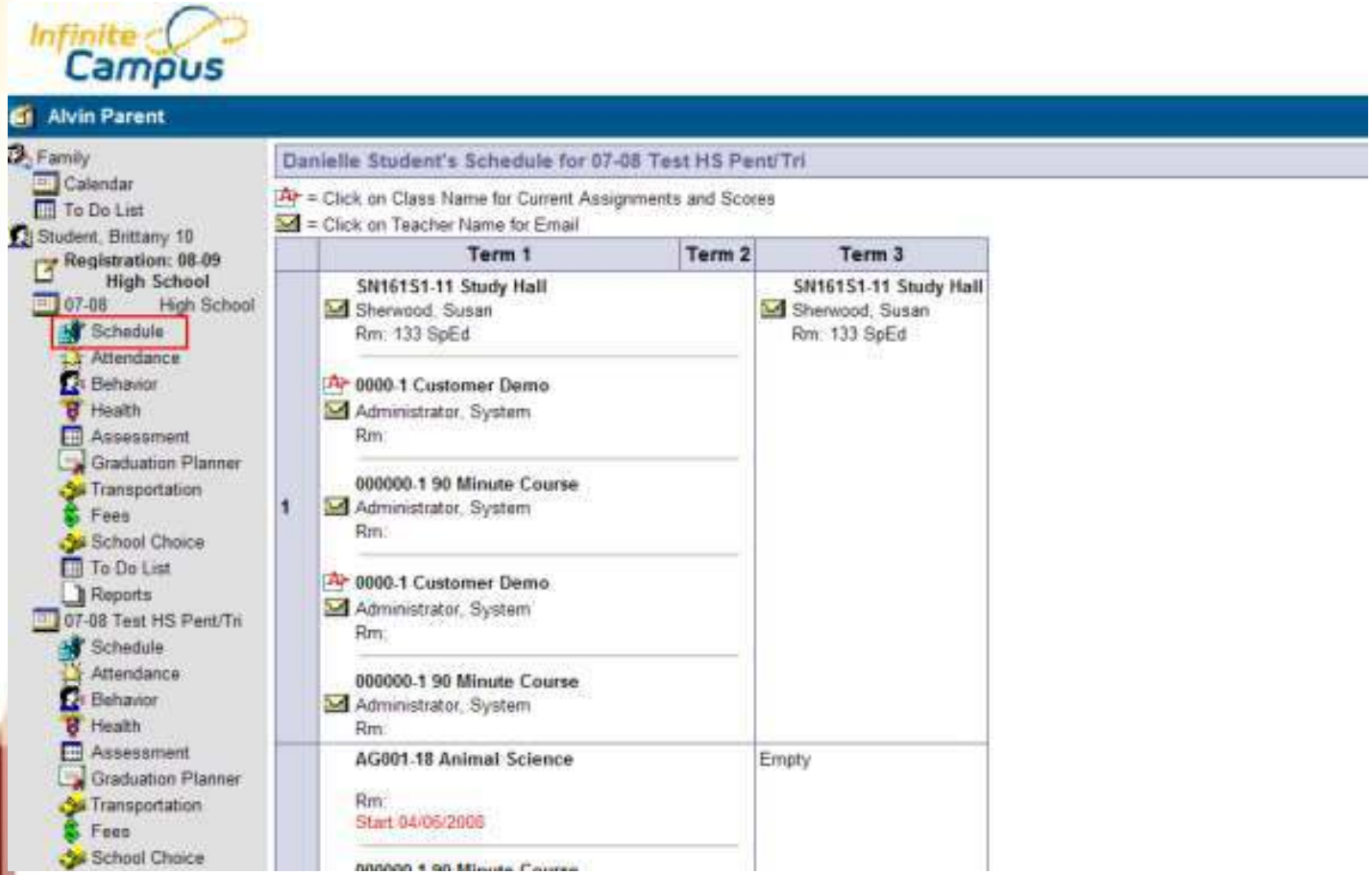
# Family Members Screen

Displays a list of all household members, their relationship, grade/enrollment year, address, phone numbers and e-mail addresses. Contact the school attendance clerk immediately when student information changes or is inaccurate.

# Viewing Schedule

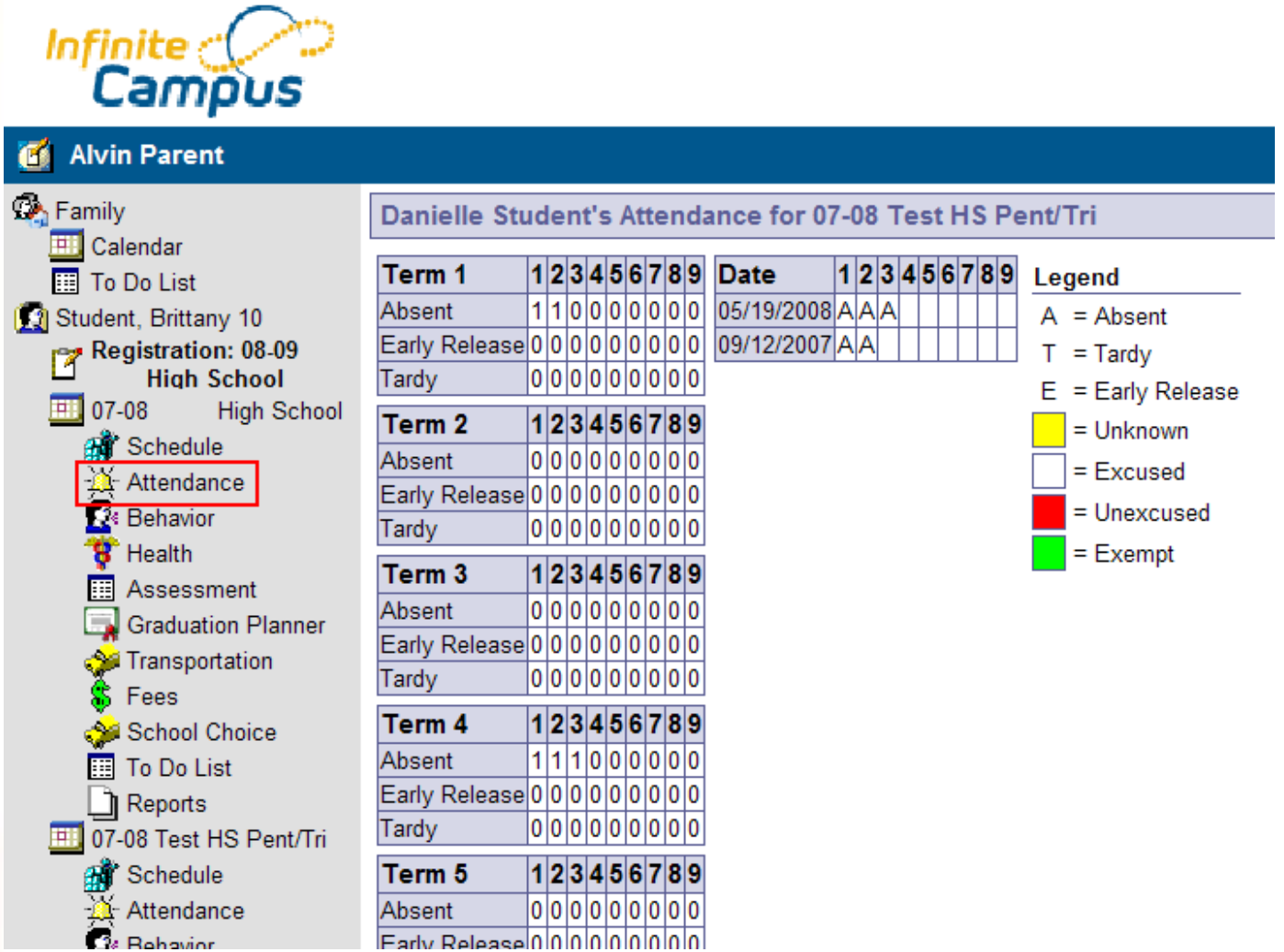
**The schedule lists the student's classes by period (shown vertically) and by term (shown horizontally across the top of the schedule.)**

**Parents may e-mail the teacher directly by clicking on the envelope icon next to the course.**



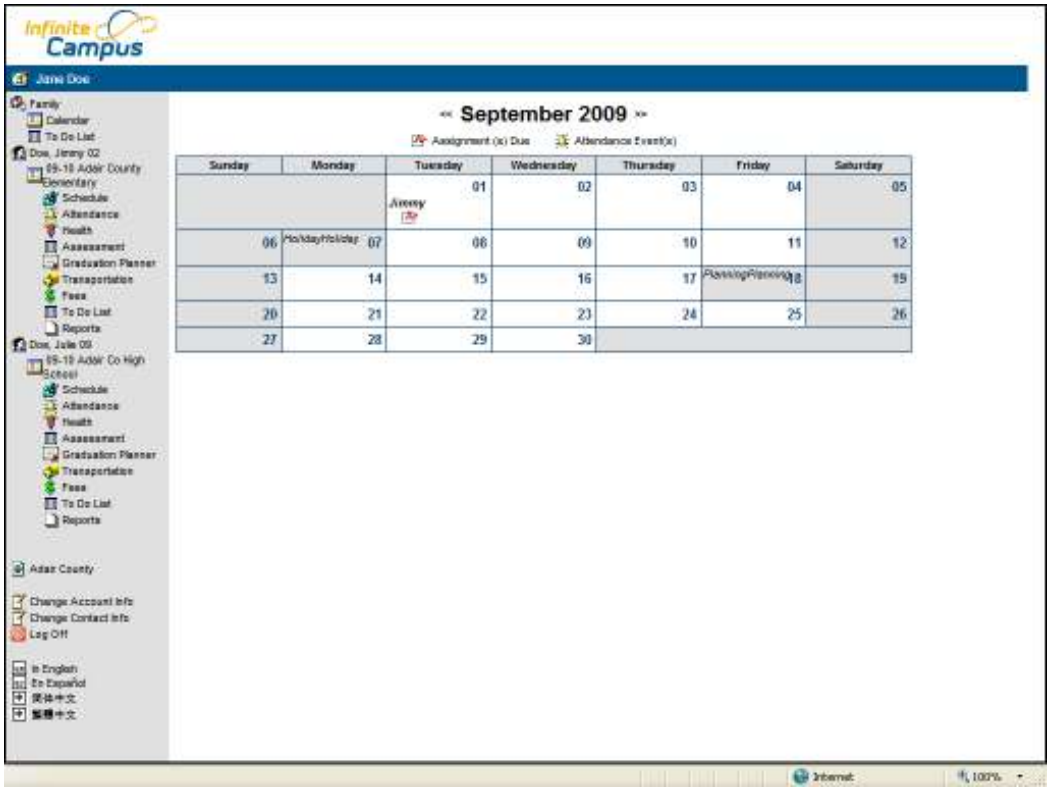
# Viewing Attendance

**Entries are color coded to indicate a status of excused, unexcused, unknown or exempt.**

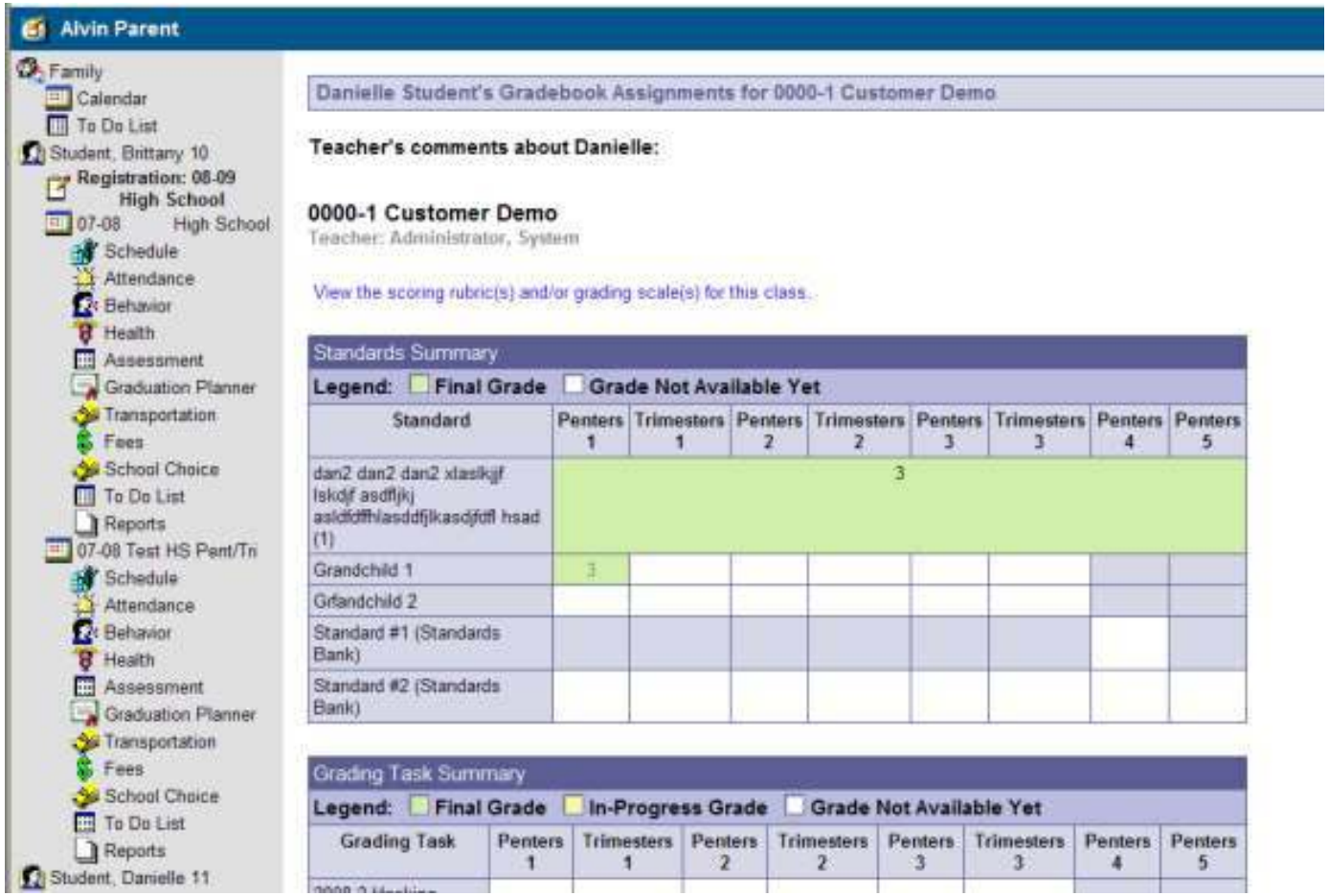


# Calendar

**The calendar link displays the district calendar. Days listed in gray are student day(s) off. The calendar link beneath a particular student displays only the information for that student. Calendar View – Click on the A+ to view class assignments due on that date (not all assignments may be entered for each course.)**



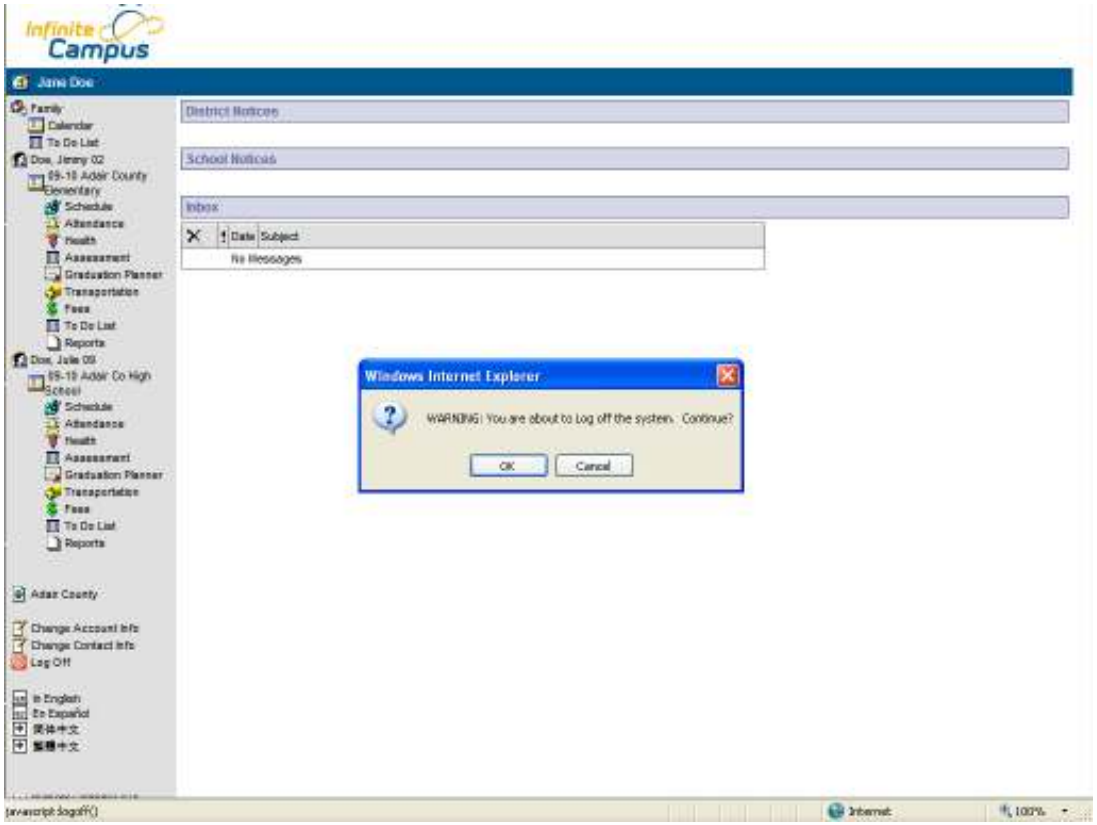
# Viewing Grades



To see your child(rens) grades and view assignments click on each course on the schedule screen.

# Log Off

**When you are finished click on Log Off to end your session . The following Message will appear for you to confirm your wish to exit the program.**



# Thank you!

If you have any questions or concerns regarding your child(rens) information in the Infinite Campus Parent/Student Portal please contact your child(rens) school.