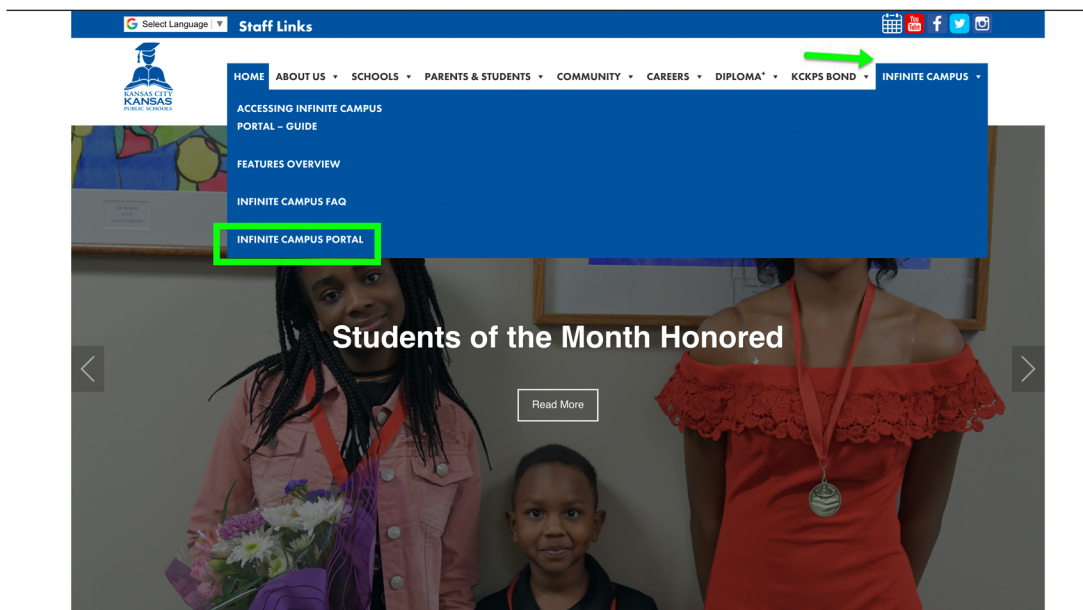


Accessing Infinite Campus Portal – Guide for Parents

1. Go to the district website at www.kckps.org and select the link for the Infinite Campus Parent Portal.



2. If you know your username and password, please enter and click 'Sign In' and go to step 5. If you do not have an account yet, please contact your school for your Campus Portal Activation Key; you will need this information to create your account. When you get the Key, click on the 'click here' link.

A screenshot of the Infinite Campus login page. The header is green with the 'Infinite Campus' logo and the tagline 'Transforming K12 Education®'. Below the header is a white login form with fields for 'Username' and 'Password'. To the right of the form is an orange button labeled 'Campus Portal' and the text 'Kansas City'. Below the form is a blue 'Sign In >>' button. Below the sign in button is a link 'Problems logging in?'. Below that is a green box containing the text 'If you have been assigned a Campus Portal Activation Key, click here' and 'If you do not have an Activation Key, click here'. A green arrow points to the 'click here' link in the green box. Below the green box is a link 'Tell me more!'.

3. Please enter the Activation Key **EXACTLY** as it is provided by the school (upper and lower case letters must be entered exactly how they are listed) and click 'Submit'. Please note that the Activation Key is a lengthy combination of letters and numbers and may be a challenge to enter correctly the first time.

Infinite Campus Transforming K12 Education®

Activating your Campus Portal account

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school.

Activation Key

{ - - - - }

Submit

English

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4. You will enter a username and password (you will enter the password twice to verify) and then click Create Account. Then, click on the link that says Click Here to enter the portal log-in page. Log in with your username and password you just made.

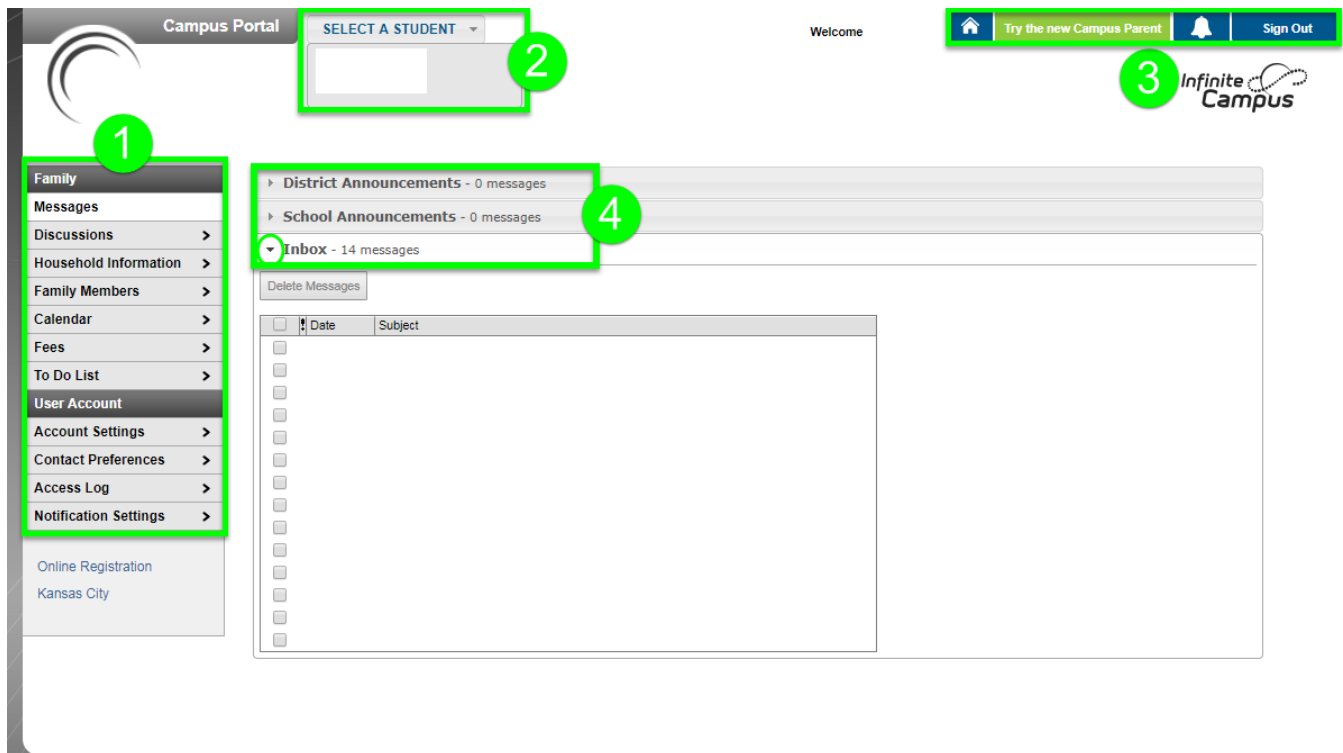
Infinite Campus Transforming K12 Education®

Campus Portal account creation

Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page.

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5. You will see the menu (1) on the left hand side of the screen. Near the top of the page, you will see 'SELECT A STUDENT' (2) that will allow you to select each of your students (more information will appear when you select a student – please see step 7 below for details). In the top right hand corner of the screen, you will see a tool bar (3) that includes a link back to your home page (house symbol), the ability to 'Try the new Campus Parent' (this will take you to an updated view of the portal), notifications (the bell symbol) and the link to 'Sign Out' of the portal. In the center of the screen, you will see any District and School Announcements (4) that have been sent and your Inbox that has messages sent to you by your school(s). Click on the small triangle next to each set of messages to expand and collapse the messages.



6. Please click on the links below for information on each of the menu choices.

a. Family Menu

- i. [Messages](#)
- ii. Discussions
- iii. [Household Information](#)
- iv. [Family Members](#)
- v. [Calendar](#)
- vi. [Fees](#)
- vii. [To Do List](#)

b. User Account

- i. [Account Settings](#)
- ii. [Contact Preferences](#)
- iii. [Access Log](#)
- iv. [Notification Settings](#)

7. When you choose a student from the list at the top of the screen, you will see another group of choices appear above the 'Family' and 'User Account' menus. This is where you will access your student's academic information and progress.

SELECT A STUDENT

September 2018

Assignment(s) Due Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						01
02	Holiday - Other 03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

8. Please click on the links below for information on each of the menu choices.

- [Calendar](#)
- [Schedule](#)
- Responsive Schedule (not currently active)
- [Attendance](#)
- [Grades](#)
- Academic Plan (not currently active)
- [Academic Progress](#)
- [Transportation](#)
- [Fees](#)
- [To Do List](#)
- [Reports](#)
- [Demographics](#)