

Infinite Campus Portal User Guide

Welcome to the Adams 12 Five Star Schools Parent/Student Portal. With this connection to the district, parents/guardians will be able to monitor their student's educational progress. The Portal will provide access to current information on attendance, schedule, and grades. This guide was developed to assist with creating a parent log-in and to show the basic navigation of the site. You will need your student's ID number and your email address to create a Portal account.

Portal Languages

Portal users have the ability to display the Portal framework in one of the following languages: English, Spanish, Simplified Chinese, or Traditional Chinese. Users can select which option best fits their needs. Selecting the language will redisplay the chosen screen and all other screens in that language. Only general Portal information can be translated, not student-specific data.

Accessing the Portal

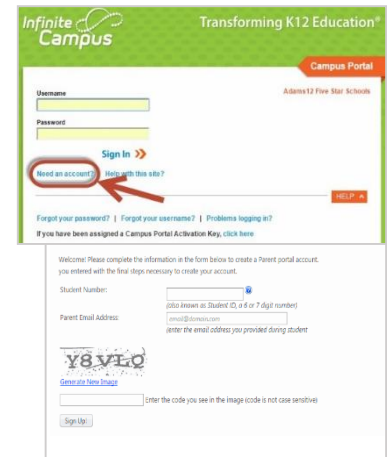
1. Open an internet browser and go to the Adams 12 Five Star Schools home page: www.adams12.org.
2. Scroll to the bottom of the page.
3. Click on Infinite Campus.
4. Campus Portal 'Sign In' page will display.



Creating Your User Account

To create an account you will need your student's ID number and your email address to create a Portal account.

1. Enter your **Student's ID**, this is printed on their ID card, or you can contact their school to obtain that number.
2. Enter your **email address**.
3. Enter the **captcha** text at the bottom of the screen (letters are not case sensitive).
4. Click **Sign Up!**
5. Check your email and click the activation link to continue the sign up process.
6. If the information you entered cannot be confirmed a new interface will display requiring further validation.
 - a. If still unsuccessful a support case will be created and a Service Desk assistance will contact you within 48 hours.



Navigating the Campus Portal

Once logged in, an index of accessible information for the household as a whole is listed in the navigation pane located on the left hand side of the screen. Sign Out and Home buttons appear in the top right corner of the screen, with the Name of the individual logged into the Portal appearing next to these buttons. Clicking the Home button (displays only if a user has more than one student) will take the user back to the homepage seen upon signing in. Clicking the Bell button shows notifications about grades, attendance and other events.

Family Section

The tabs in the Family section apply to all students.

- **Messages** - Displays messages from the District, all schools attended by any of the students, or your students' teachers.



- **Discussions** – This is currently disabled at the district level.
- **Household Information** - This tab lists the household phone number and all current addresses of the household.
- **Family Members** - Displays the family’s relationships. The Relationships column indicates how you are related to the person in the Name column.
- **Calendar** - Displays calendar events for each school in which a student is enrolled. The calendar defaults to the current month but users are able to view previous months and future months by clicking the black arrow buttons on either side of the month and year.
- **Fees** – Provides a list of all fees assigned to the members of the family.
- **To Do List** – Provides a summary of assignments that are due and/or late for all students in the household

User Account Section

- **Account Settings** - Add/update password and account security email.
- **Contact Preferences** - Allows you to change your email address, and modify which types of communications to receive at that email address. (Note: Changing the email address here will not change the username to log into the Portal.)
- **Notification Settings** – Allows you to select which types of notifications to receive.
- **Links** - Links have been provided for quick access to student fees, district website and school website(s) your student attends.

Student Section

For multiple students use the “Select A Student” box to view this section.

- **Calendar** – View information for one student.
 - Clicking on the Assignment icon  takes the user to another screen which provides details of the student’s assignment. Clicking the browser back button will return the user to the calendar.
 - Clicking on the Attendance icon  will display an additional screen over the Calendar which provides details of the attendance event.
- **Schedule** - View class schedule.
 - Clicking on the course name takes the user to the student’s grades and assignment detail.
 - Clicking on the instructor’s name will allow the user to send an email through Outlook.
- **Responsive Scheduling** – This is currently disabled at the district level.
- **Attendance** – Parents can monitor attendance using a variety of summary options. The attendance information displayed on the Portal occurs in real time.
 - On the calendar, green indicates an excused tardy or absence, red indicates unexcused, yellow is unknown (their attendance event has not yet been assigned to excused or unexcused) and gray is exempt.
 - The bottom half shows an attendance summary by Course, Period, Day or Term.
- **Grades** – Displays recent assignments that have been graded and a list of term grades by course.
- **Health** - View vaccinations and compliance status.
- **Transportation** - Lists the student’s bus detail and/or vehicle information registered to park in the school lot.
- **Fees** - View a record of assessed and paid fees, along with a current balance.
- **To Do List** – Provides a summary if assignments that are due and/or late for that student.
- **Reports** –
 - Reports - View and print schedules, missing assignments, progress reports, grades report and transcripts.
 - Adams 12 Reports - Assessments, Consolidated Bill and Gifted and Talented information.
- **Demographics** – Lists the student’s Personal Information (Legal Name, Date of Birth & Gender) and Non-household Contacts.