

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.

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

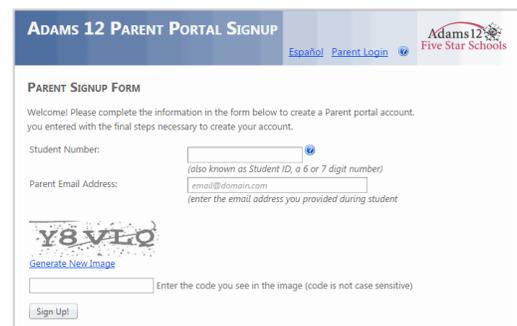
1. Open an internet browser and go to the Adams 12 Five Star Schools home page: www.adams12.org.
2. Scroll to the bottom of the page.
3. Click on 'Infinite Campus Student/Parent Portal'.
4. Campus Portal 'Sign In' page will display.



Creating Your User Account

For first-time portal access.

1. Click **“Need an account?”**
2. To set up your new account, the following information is required:
 - a. Your child's **Student Number**, this is printed on their ID card, or you can contact their school to obtain that number.
 - b. 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 will take the user back to the homepage seen upon signing in. This page contains the Family and User Account sections of the navigation pane. When a user first logs in the Message tab located in the Family section is selected.



Portal Information on Multiple Students

Use the **Select a Student** drop down in the top left of the screen to view all of the students a user has rights to view, select a student to view Portal information for that student only. Only students with an enrollment in the current year or an enrollment next year will display in the list.



Students can be enrolled in multiple calendars or schools. When this is the case, another dropdown menu will indicate which enrollment information is currently being viewed and will allow the user to view the information from other enrollments in the current year. (In Adams 12, students with classes at Bollman Technical Education Center will have this). If your student has transferred from one Adams12 school to another during the school year, both enrollments will display in this drop-down list, allowing you to view grades and attendance from the previous school.

Student Section Navigation

The tabs in the Family section apply to all students to which that parent has rights. For example, when accessing the Calendar tab from the Family section, a calendar will display assignments, day events and attendance for all of the students. But when accessing the Calendar tab from the student section, only information specific to that student will display.

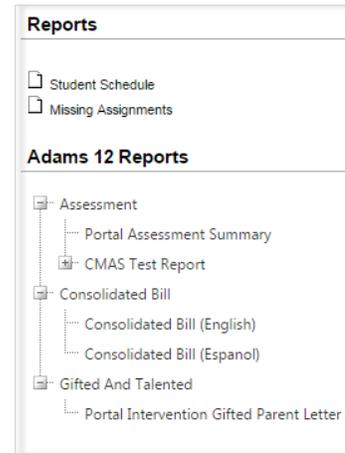
Student Name
Calendar
Schedule >
Attendance >
Grades >
Health >
Transportation >
Fees >
To Do List >
Reports >
Demographics >

Student 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.

December 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				01	02	03
	04	05	06	07	08	09
	11	12	13	14	15	16
	18	19	20	21	22	23
	25	26	27	28	29	30
						31

- Reports. View and print schedules, missing assignments, progress reports, grades report and transcripts (currently high school only).



Family Section Navigation

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.
- Family Members. Displays the family’s relationships. The Relationships column indicates how you are related to the person in the Name column. When you see your student’s name with “Father” or “Mother” beside it, that’s because you are that person’s father or mother.
- Change Password. Enter your current password, then the new password to change it.
- 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.)
- Choice Application. This link initiates the process for submitting choice applications to attend a school outside of your boundary area.

The remaining entries are links to the respective websites for the district and the individual schools.

