



TITLE: Getting Started with the Infinite Campus Parent Portal

PURPOSE: This document will show you how to Log In to the Parent Portal and the basics of navigating the basic features on the Portal.

Updated: 03/25/2011

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Infinite Campus Parent Portal Requirements

- Supported operating system and web browser
 - ◊ **Windows 2000, XP, Vista, Windows 7** with Internet Explorer 6.0 or higher, Firefox 2.x or higher
 - ◊ **Macintosh OSX** with Safari 1.3.2 or higher, Camino 1.0 or higher, Firefox 2.x or higher
- Java Plugin 1.5.10 or higher (<http://www.java.com>)
- For Fees Section, Flash 10.1 or higher (<http://www.flash.com>)
- Adobe Acrobat Reader - (Download from <http://www.adobe.com>)
- Internet connection with pop-ups allowed for the portal site
- Portal information sheet from the school with your Activation Key (one key per contact)
 - ◊ ***If you have received information in error, please contact the school immediately!***
- Each school determines its own policies and what is available on the school's Portal.

Accessing the Infinite Campus Parent Portal

The Parent Portal can be accessed by clicking the Parent Access Portal link on the student's school website at <http://www.oaisd.org> or directly at <http://icportal.oaisd.org>. Specific directions will be on the portal information sheet each person should receive with the activation code. If you receive a security warning, please answer **Yes** to allow it. The login screen should be displayed:

First time using Campus Portal? **First time users**

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

[Problems logging in?](#)

District Notices

- [2006-08-12]
 Ottawa Area Intermediate School District
 Student Information System

Language Selection

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

If a username and password has already been setup, enter the information and click the **Log In** button.

If a username and password have not been created, it must be created using the Campus Portal Activation Key. Click the link to the right of the message to create the account.

First time using Campus Portal? **First time users**

If you have been assigned a Campus Portal Activation Key, [click here](#) ← **Click Here to get started**
 If you do not have an Activation Key, [click here](#)



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On the screen, enter the Activation Key carefully into each field. If it is not entered exactly as it appears, it will not allow the account creation.

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

{ - - - - }

← Enter Activation Code Carefully

Submit

Once the Activation Key is submitted successfully, a username and password must be created. Anything can be used for the username. A strong password is required that consists of a minimum of 8 characters and must have letters and numbers. **NOTE: NEVER share the username and password with anyone. Each person receives their own username and password for the system, even if they are within the same family or household.**

Campus Portal account creation successful!

Welcome **Dad Bunny**, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

User Name

← Enter User Name

Password

← Enter Password

Verify Password

← Enter Password

Create Account

Once the account has successfully been created, the system will take you to the main page.

Elmer Fudd [Switch Student](#) ← Change Student

Welcome Matilda Fudd [Home Screen](#) [Sign Out](#) [Log Off](#)

CTC 10-11 ← Change Calendar

Student Number: 999999999
Grade: 11

Student Tasks

- Elmer
- Calendar
- Schedule >
- Attendance >
- Fees >
- To Do List >
- Reports >
- Notes >

Family Tasks

- Family
- Messages >
- Family Members >
- Calendar >
- To Do List >

Account Tasks

- User Account
- Change Password >
- Contact Preferences >
- Access Log >
- CTC Handbook
- Ottawa Area ISD
- Careerline Tech Center
- Thompson M-TEC O

Calendar of Events, Attendance and Assignments • January 2011 •

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						01
	02	03	04 Elmer Attendance Event	05	06 Elmer Assignment Due	07
08	09 Elmer	10	11 Elmer	12 Elmer	13 Elmer	14
15						16
17	18 Elmer	19	20	21	22 Elmer	
23 Elmer	24	25	26	27	28 Elmer	29
30	31					



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Parent Portal Functions

Family > Messages

There may be District Notices and/or School Notices that will show upon login or under the Messages section. Click on the District Notices or the School Notices to show those specific message(s).

- Family
- Messages
- Family Members >
- Calendar >

- ▶ District Notices
- ▼ School Notices

[03/15/2011 Careerline Tech Center]
Welcome to the new and improved Infinite Campus Portal!

← Click to display district notices

Family > Family Members

This shows all Family Members that are grouped within the Household. This should be used to verify the information. **NOTE:** Please contact the school to make any necessary corrections.

- Family
- Messages >
- Family Members
- Calendar >
- To Do List >
- User Account
- Change Password >
- Contact Preferences >
- Access Log >

Family Demographic Information

Name	Relationship	Enrolled	Address	Phone Numbers	Email
Matilda Fudd	Self	20 MTCO 10-11 Open	12345 Main St Hollywood, MI 49424	(h) (888)555-5555 (c) (888)555-2121	fuddmatilda@warnerbros.com
Fred Fudd	Father		12345 Main St Hollywood, MI 49424	(h) (888)555-5555	fuddfred@warnerbros.com
Elmer Fudd	Mother	11 CTC 10-11	12345 Main St Hollywood, MI 49424	(h) (888)555-5555	fuddelmer@warnerbros.com

↑ Grade Level

↑ Building/Calendar of Current Enrollment

Family > To Do List

This section shows all assignments that are due from all students in a Household. The date range can be selected for **All Dates** or **Dates by Month**. The list may be printed by clicking on the **Print** button.

NOTE: Assignment due dates are at the discretion of school and teacher policies.

- Family
- Messages >
- Family Members >
- Calendar >
- To Do List
- User Account
- Change Password >

Household To Do List

Filter by Date: All Dates ← Print the List

Select Date Range

Student	Course	Assignment	Date Assigned	Due Date	Days Remaining/Overdue
Fudd, Matilda	MSWE-1 Word Expert	Task Sheet 1		08/31/2011	65
Fudd, Matilda	MSWE-1 Word Expert	TaskSheet 2		08/31/2011	65
Fudd, Matilda	MSWE-1 Word Expert	TaskSheet 3		08/31/2011	65
Fudd, Elmer	222-2 Food Preparation 2	Stew Notes	03/21/2011	03/29/2011	3
Fudd, Elmer	222-2 Food Preparation 2	Pastry	03/15/2011	03/28/2011	2
Fudd, Elmer	222-2 Food Preparation 2	Food cost	03/07/2011	03/23/2011	-1

User Account > Change Password

This is to change the password. Passwords must be a minimum of 8 characters, letters and numbers. NEVER share the username and password with anyone. Each person receives their own account.

- Family
- Messages >
- Family Members >
- Calendar >
- To Do List >
- User Account
- Change Password

Change Account Password

Old Password

New Password

Verify New Password

Type old password

Type new password

Type new password again

Click **Change Password** button



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User Account > Contact Preferences

This is to add or change an email address which enhances communication between the school, the teachers and the student contacts. Type in a new address or update the current address and click the Save button.

- Family
- Messages >
- Family Members >
- Calendar >
- To Do List >
- User Account**
- Change Password >
- Contact Preferences
- Access Log >

Message Contact Preferences

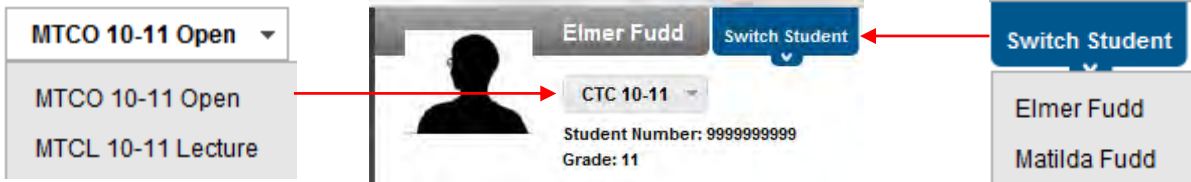
Email Address:

Add or correct the email address

Click the **Save** button

Switching to a Different Student or Calendar

To switch between students that are assigned to the account, go to the Switch Student drop down at the top of the page. If a student is in multiple buildings or calendars, click and select the Calendar near the top of the page. The calendar drop down list will not appear if the student is only in one Calendar.



Student > Calendar

This views the currently selected calendar which will show the school's defined events, assignments that are due and attendance. The assignments and attendance icons can be clicked to show more detailed information. Attendance will open in a pop up and assignments will open a new window. Use the back button to return to the calendar screen.

Elmer Fudd | Switch Student

Welcome Matilda Fudd | Sign Out

CTC 10-11 | Student Number: 9999999999 | Grade: 11

January 2011

Assignment(s) Due | Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22

Attendance Details for Elmer
 January 18, 2011 - Tuesday
 Term: T2

Period	Course	Time	Description	Comments
PM	222 Food Preparation 2	12:00 PM - 12:50 PM	Inclement Weather Day	snow day

Elmer's Assignments and Activities for 01/13/2011

Name	Designs	Total Points Possible
222-2 Food Preparation 2		12
Due Date	Score	
01/13/2011		12
Date Assigned	Comments	



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Student > Schedule

This views the student's current schedule. The Class Name can be clicked on to see detailed assignment and grade information. Click the **Back** button on your browser to return to the Course Schedule page. The teacher's name can be clicked to send an email to the teacher. **NOTE:** *Not all email clients open up from a web page link.*

- Elmer
- Calendar >
- Schedule
- Attendance >
- Fees >
- To Do List >
- Reports >
- Notes >

Course Schedule

= Click on Class Name for Current Assignments and Scores

= Click on Teacher Name for Email

	Term C2 (08/02/10-08/27/10)	Term T1 (09/07/10-11/23/10)	Term T2 (11/29/10-03/11/11)	Term T3 (03/14/11-06/10/11)
AM	EMPTY	EMPTY	EMPTY	EMPTY
AME	EMPTY	EMPTY	EMPTY	EMPTY
PM	EMPTY	222-1 Food Preparation 2 Einstein, Alberda Rm: A220	222-2 Food Preparation 2 Einstein, Alberda Rm: A220	EMPTY
PME	EMPTY	EMPTY	EMPTY	EMPTY

← Click to email

Classwork/Lessons (15.0%)							
Name	Due Date	Assigned Date	Pts Poss	Score	%	Comments	
Cookie chpt	12/08/2010		33	33	100		
Extra credit	12/10/2010		1	9	900		
Understanding yeast dough	12/15/2010		54	50	92.59		
Yeast formulas	01/13/2011		12	12	100		
Doughnuts	01/13/2011		12	12	100		
Essay	01/24/2011		20	20	100		
Grill Notes	03/21/2011	03/10/2011	6				
Food cost	03/23/2011	03/07/2011	45				
Pastry	03/28/2011	03/15/2011	29	0	0	Missing	
Stew Notes	03/29/2011	03/21/2011	6				
Deep Fry Notes	03/31/2011	03/21/2011	6				
Rice Notes	04/13/2011	03/31/2011	6				
Braise Notes	04/14/2011	03/31/2011	6				
Classwork/Lessons Totals			161	136	84.47%		

Student > Attendance

This views the student's attendance records. There is a calendar view on the top. Any day with an attendance event can be clicked for more detail. There is also a more detailed view on the bottom to view attendance records by Course, Period, Day and Term.

- Elmer
- Calendar >
- Schedule >
- Attendance
- Fees >
- To Do List >
- Reports >
- Notes >
- Family
- Messages >

Attendance

January 2011

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su							
					1			1	2	3	4	5		1	2	3	4	5			
2	3	4	5	6	7	8		6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15		13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22		20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29		27	28						27	28	29	30	31		
30	31																				

Attendance Details

January 24, 2011 - Monday
Term: T2

Period	Course	Time	Description	Comments
PM	222 Food Preparation 2	12:00 PM - 02:00 PM	M:Medical Absence	per mom

Dates that are highlighted can be clicked to view daily period details. ■ Excused ■ Unexcused ■ Exempt ■ Unknown

Attendance Detail Views

Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy
▶ 222 Food Preparation 2	Einstein, Alberda	10	2
Total		10	2

Course

Attendance Summary by Period

Term: T2
11/29/2010 - 03/11/2011

Period	Absent	Tardy
▶ PM (12:00 PM-02:00 PM)	5	1
Total	5	1

Period

Attendance Summary by Day

Date	AM	AME	PM	PME
02/02/2011 Thu	A			
02/02/2011 Wed	A			
01/24/2011 Mon	A			
01/18/2011 Tue	A			

Daily

Attendance Summary by Term

Term	Days Absent	Periods Absent	Tardy
C2 (08/02/2010-08/27/2010)	0	0	0
▶ T1 (09/07/2010-11/23/2010)	2.5	5	1
T2 (11/29/2010-03/11/2011)	2.5	5	1
T3 (03/14/2011-06/10/2011)	0	0	0
Total	5	10	2

Term



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Student > To Do List

This is the same as the Family > To Do List, except it only shows the selected student's assignments.

Elmer
Calendar >
Schedule >
Attendance >
Fees >
To Do List
Reports >
Notes >
Family
Messages >
Family Members >

Elmer's To Do List

Filter by Date Print ← Print the List

Select Date Range

Course	Assignment	Date Assigned	Due Date	Days Remaining/Overdue
222-2 Food Preparation 2	Braise Notes	03/31/2011	04/14/2011	9
222-2 Food Preparation 2	Rice Notes	03/31/2011	04/13/2011	8
222-2 Food Preparation 2	Deep Fry Notes	03/21/2011	03/31/2011	5
222-2 Food Preparation 2	Stew Notes	03/21/2011	03/29/2011	3
222-2 Food Preparation 2	Pastry	03/15/2011	03/28/2011	2
222-2 Food Preparation 2	Food cost	03/07/2011	03/23/2011	-1
222-2 Food Preparation 2	Grill Notes	03/10/2011	03/21/2011	-3

Student > Reports

This will display a list of reports that are available to print from the Portal. Adobe Acrobat is required to display and print the reports. **NOTE:** Each school determines which reports will be available on the Portal.

Elmer
Calendar >
Schedule >
Attendance >
Fees >
To Do List >
Reports
Notes >
Family

Reports

- Student Schedule
- Missing Assignments
- CTC Fall Trimester
- CTC Spring Trimester
- Schedule
- Transcript

Reports on this page require the Adobe Acrobat Reader (free).



Signing Out of the Portal

It is very important that once viewing the portal is complete that the user signs out or logs off the system. Student information should not be left unattended on the computer screen. Simply click the Sign Out button in the upper right hand corner of the screen or close the browser window.

Sign Out or Log Off

Support

Please call the Technology Services Help Desk if assistance is needed. The phone number and the email address is at the bottom of each page on this help document. The request will be routed to the appropriate support person.