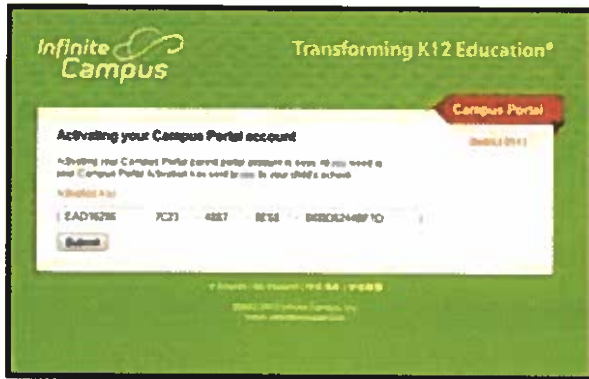


New Parent Portal User - Part 2 - First Time Account Creation

1. Parents/guardian should go to the [Parent Portal Login Page](#).
2. Select **New User?** to open the Campus Portal Activation Key option.

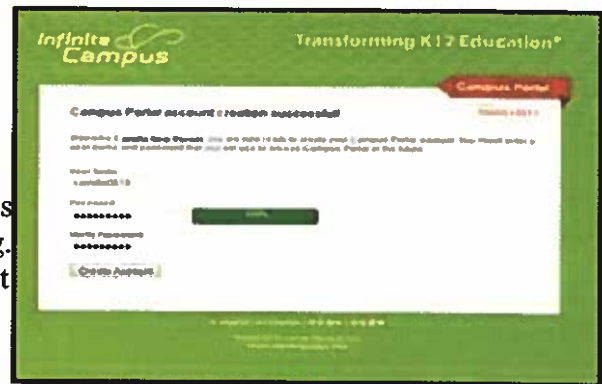
Activating your Campus Portal Account screen



3. Another screen will display >> New User?.
4. Enter the **Activation Key** assigned to you. Once the Activation Key has been used to create an account, it cannot be used again.
5. Click the **Submit** button. The Activation Key will be verified, and when approved, a screen will prompt the user to create a username and password.

Creating your user name and password

- **Enter a Username.** Use an alphanumeric (both letters and numbers) username.
- **Enter a Password.** Use an alphanumeric password. Passwords should be at least 6 characters long. If system preferences have been set to require a **Strong Password**, it must meet three of the four qualifications:
 - A lower case letter (a, j, r, etc.)
 - An upper case letter (A, J, R, etc.)
 - A number (3, 7, 1, etc.)
 - A symbol (@, %, &, etc.)
- Re-enter the password in the Verify Password field.
- Click the Create Account button.



To reset your user name and/or password:

- Select the **Forgot Your Password?** link and an email will be sent to the address on record. Directions for the password reset process will be included.
- Select the **Forgot Your Username?** link and an email will be sent to the address on record containing your username.

Users can request to receive the forgotten username up to 5 times per day. On the sixth try, the user will be locked out of the account and will need to wait until the next day to try again. All usernames associated with the email address entered will be listed in the email.

- If you are unable to reset using the online reset feature, please submit a Let's Talk ticket.



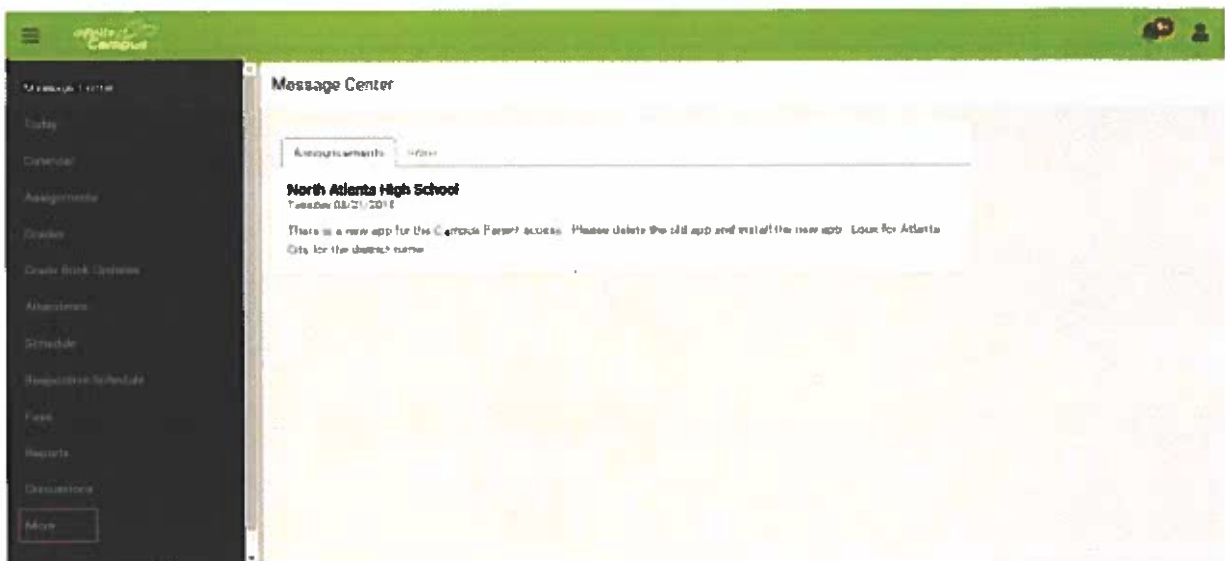
Infinite Campus

Existing Student Enrollment Verification using Campus Parent

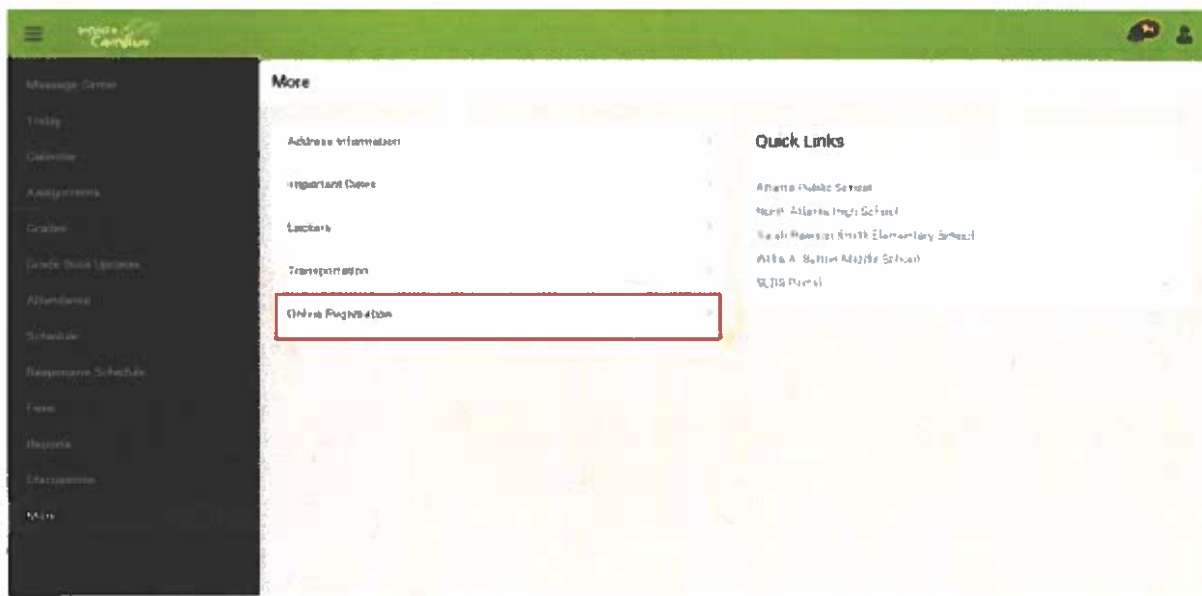
The Campus Parent Portal will assist parents/guardians with existing student enrollment verification for the new school year.

1. Log in to Parent Portal Site: <https://ic.apsk12.org/campus/portal/parents/atlanta.jsp>
2. Enter Parent Username for Campus Parent.

3. Click **More**.



4. Click Online Registration.

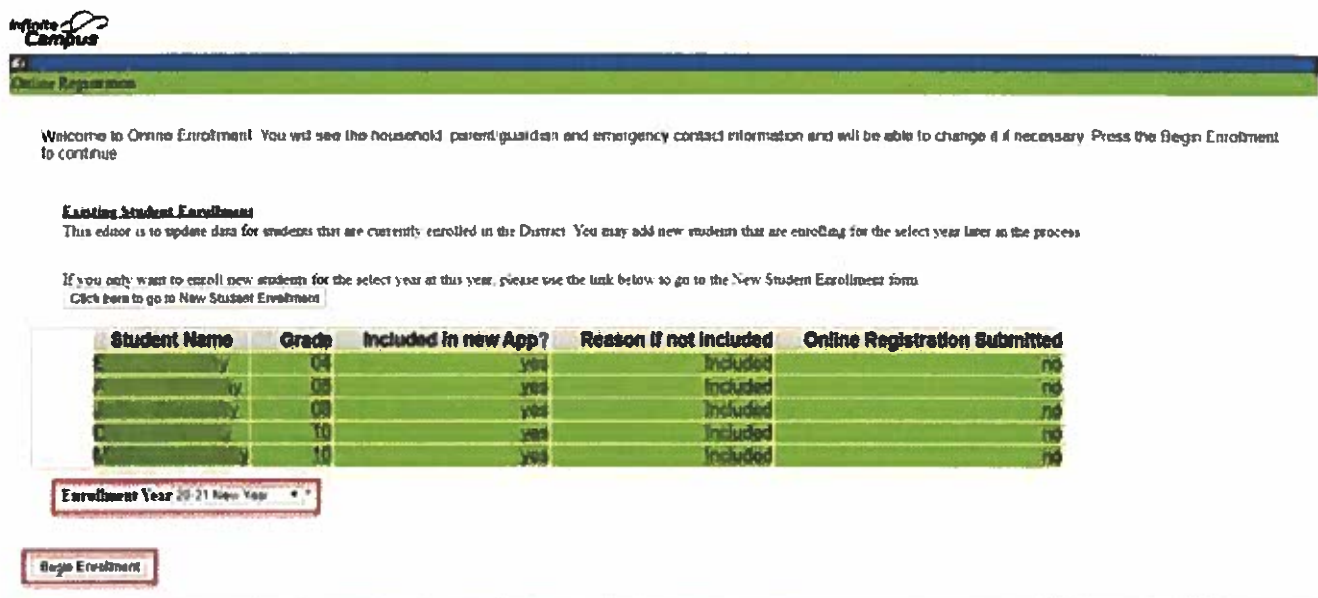


5. Click option for "Existing Student Enrollments".



6. Verify Enrollment Year as "20-21 New Year".

7. Click "Begin Enrollment".





- ♦ Updating Contact Information
- ♦ Updateing Contact Preferences

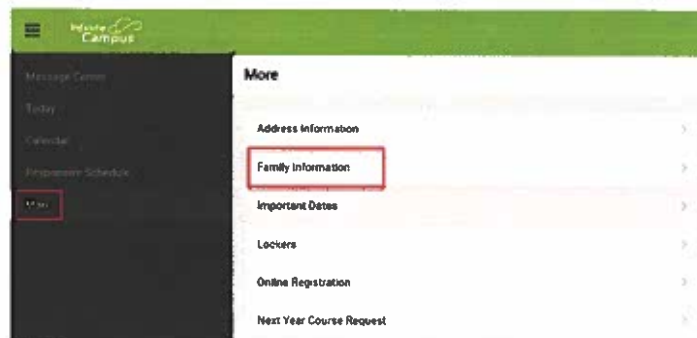
Infinite Campus Parent Portal

Parents of students in grades K–12 have access to class schedules, attendance records and grades through the **Parent Portal**, an easy-to-use, secure communications tool for the district. Additionally, the Parent Portal enables parents to verify household information, including email, home address and telephone numbers.

Manage your contact information by selecting which phone number and/or emails we have for your and your family members.

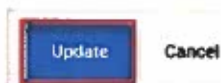
Updating Contact Information

1. Click on the **More** Menu
2. Select **Family Information**
3. Click **Update** next to the Family Member whose contact information you wish to update.



4. Make the desired changes

5. Click **Update**



When phone and email changes are made, an email notification acknowledging the change is sent to the individual, alerting them to changes they may not have made.



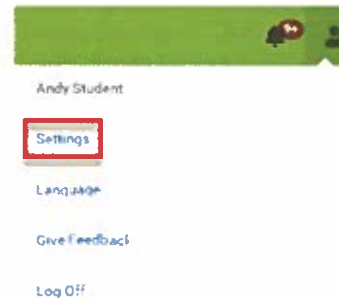
- ♦ Updating Contact Information
- ♦ Updating Contact Preferences

Infinite Campus Parent Portal

Updating Contact Preferences

Manage your contact preference by selecting the desired language, when you receive message, and how you receive that message (phone call, email, or text message).

1. Click on the **User Menu**
2. Select **Settings**
3. Select **Contact Preference**
4. Mark your desired Messenger Preferences
5. Click **Save**



Contact Preferences

Preferred Language
Your district may send some communications in languages other than English. If you prefer to be contacted in a different language, please specify your preferred language.

US English

Messenger Preferences
For each communication type, you can have your preferred method of contact by checking the preferred (SMS) or (Voice) options. If a Text (SMS) option is available, please go and make a choice there. Apply changes, and a representative contact number is provided, which may include text from your carrier for text and various text messages. To opt out, select the Text (SMS) box at the bottom.

Phone Email

| NAME (DISTRICT HOME/SCHOOL HOME) - OLD PHONE NUMBER | VOICE | TEXT (SMS) |
|---|-------------------------------------|-------------------------------------|
| Priority | <input checked="" type="checkbox"/> | |
| Attendance | <input checked="" type="checkbox"/> | |
| General | <input checked="" type="checkbox"/> | |
| Teacher | | |
| Behavior Messenger | <input checked="" type="checkbox"/> | |
| Emergency | <input checked="" type="checkbox"/> | |
| Food Service | <input checked="" type="checkbox"/> | |
| OLD HOME NUMBER | VOICE | TEXT (SMS) |
| Priority | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Attendance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| General | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Teacher | | |
| Behavior Messenger | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Emergency | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Food Service | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

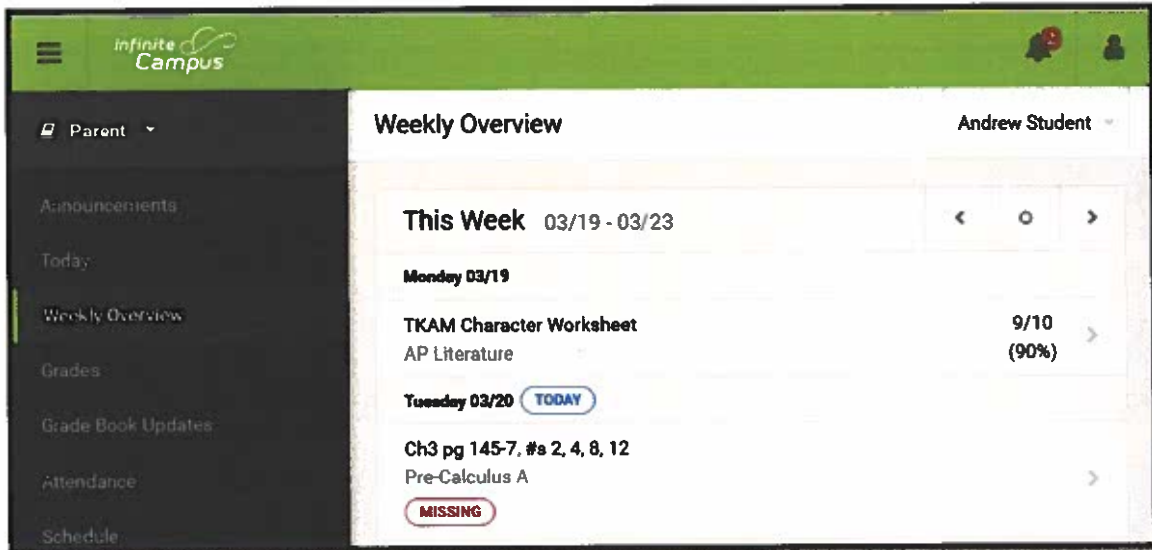
Save

Campus Parent Portal (CPP) <https://ic.apsk12.org/campus/portal/atlanta.jsp>

APS CAMPUS PARENT PORTAL

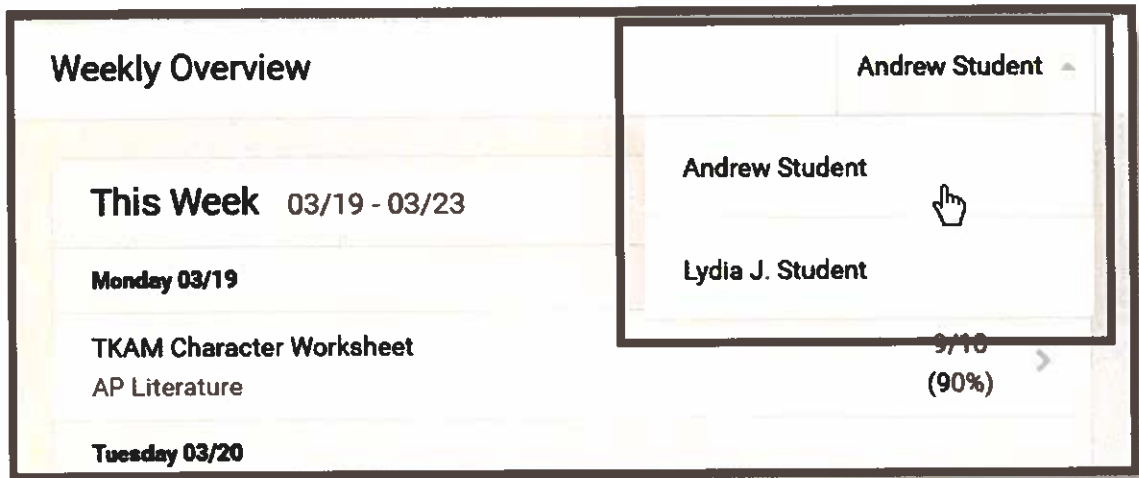
In the Campus Parent Portal, navigate between tools in the menu on the left. On mobile devices, this menu shrinks to a "hamburger" or "three bars" icon to save space.

Click the user icon in the top right to view Notification Settings.







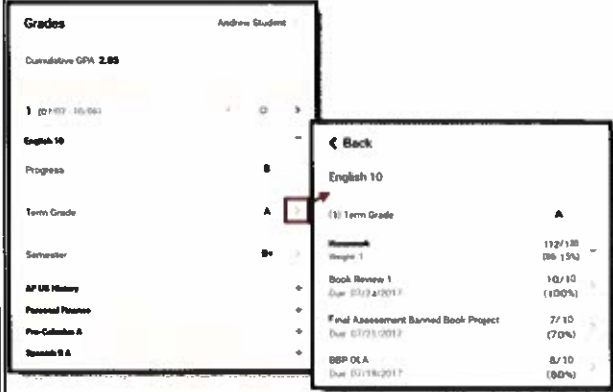
The Campus Parent Portal

If a tool is specific to a single student, such as Grades or Schedule, a student dropdown list displays in the top right corner. This dropdown list does not display for tools that are not student specific.


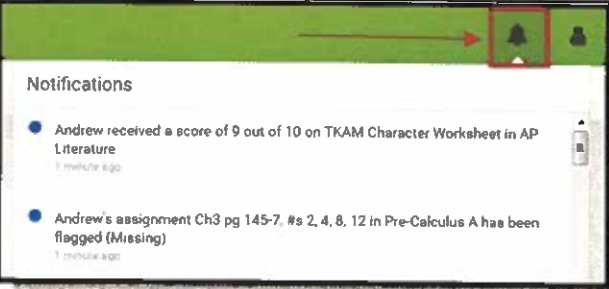


Switch between students using the dropdown list in the corner.

Tools Available in the Campus Parent Portal

| Tool Name | Description | Example Image (click to view) |
|----------------|--|--|
| Message Center | <p>The Message Center includes announcements are posted at a school or district level. Click Show More to display additional text for longer announcements. Announcements display based on the timeline set by the creator and cannot be deleted or archived.</p> <p>Additionally, the Inbox displays messages sent to the parent, including those from teachers.</p> |  |
| Today | <p>The Today view shows the selected student's schedule for the current day and lists any assignments due today or tomorrow.</p> <p>The schedule shows the times of the periods during the day and the student's courses, with the teacher's name and room assigned.</p> <p>The assignments list covers all of the student's courses, including those that may not meet on the current day. Click on the assignment or the course name to view details.</p> |  |
| Calendar | <p>The Calendar allows the selected student's assignments, schedule, and attendance to be viewed at a glance.</p> <p>Click the calendar dates to see each day at a glance. Use the Assignments, Schedule, and Attendance buttons at the top to view</p> |  |
| Assignments | <p>The Assignments tool collects all of a student's assignments with the focus on today. Click assignments to view details and scroll to see previous and future assignments.</p> <p>Use the Missing and Current Term buttons at the top to filter assignments.</p> |  |
| Grades | <p>The Grades tool shows all of the grades earned by the selected student for all tasks (such as Trimester or Semester grades) and standards. Posted grades are displayed in bold, with In-Progress grades indicated as "In-progress." The student's Cumulative GPA also displays at the top of the Grades tab if enabled.</p> <p>Where the grey arrow displays for a task or standard, click the task to view the Categories that contribute to the grade. Expand categories to view all included assignments. Click assignments to view details.</p> <p>Grades that are part of a composite or rollup grading setup are indicated.</p> |  |

| | | |
|---------------------------|---|--|
| Grade Book Updates | <p>Grade Book Updates lists all of the assignments that have been scored or otherwise updated in the last 14 days.</p> <p>Click on the assignment or the course name to view details.</p> | |
| Attendance | <p>The Attendance tool lists the absences and tardies for attendance taking periods in the selected term. Navigate between terms using the options at the top.</p> <p>Click on a period to view details. On the detail view, absences and tardies are divided by type (excused, unexcused, exempt, or unknown), with all absences and tardies listed below.</p> <p>When attendance is recorded via present minutes, this attendance screen displays the total Present Time and Expected Time by section. Click on a section to view the Time In, Time Out, and Present Time recorded by date.</p> | |
| Schedule | <p>The Schedule tool shows the student's schedule for each term, including any day rotations. Schedules are shown for all the whole year, all terms, and all of the student's enrollments.</p> <p>Each schedule includes the times of the periods during the day and the student's courses, with the teacher's name and room assigned. If a day rotation is in place, the day is indicated in the top right corner of the schedule. Click on the course name to view details.</p> | |
| Reports | <p>The Reports tool collects files relevant to the student including learning documents such as IEPs and PLPs, a PDF version of the student's schedule, report cards and transcripts, and program participation.</p> <p>Click on an entry to view the file in PDF.</p> | |

| | | |
|-----------------------------|--|--|
| <p>More</p> | <p>The More tab displays the following:</p> <ul style="list-style-type: none"> • Address Information for the student's household(s). • Lockers assigned to the student with locations and combinations. • Important Dates such as holidays, late starts, and other school calendar events. <p>The Quick Links section displays the websites for the districts and schools in which the student is enrolled, if available.</p> <p>Users may be able to update preferences turned on by the district. When these preferences are turned on, parents and guardians may submit updates for their household information.</p> |  <p>APS allows parents to change the household phone number.</p> |
| <p>Notifications</p> | <p>The Notifications dropdown list shows a simple list of notifications the student has received, such as graded assignments.</p> <p>Click the user menu at the top right of screen to establish Notification Settings.</p> |  |

Account Settings

Account settings allow users to update their security email on record or to change their Password and E-Signature PIN.

- The Account Security Email is the email used if a user forgets their username or password.
- Passwords can only be modified if the district has enabled Password Reset. Strong passwords are enforced, meaning that passwords should have a mix of letters, number, and characters to make them more secure.
- E-Signature PINs are used to electronically verify and sign Meal Benefit Applications. This field is only available if enabled by the district.



Access Account Settings to update basic account information.

Contact Preferences

Manage your contact preference by selecting the desired language and when you receive message, and how you receive that message (phone call, email, or text message). If your school has turned on certain options, you may be able to modify your phone numbers and email addresses.

From the **User Menu**, select **Settings**, then select **Contact Preference**. Review existing contact information (phone numbers and email addresses), enter any updates, and mark your desired Messenger Preferences. When phone and email changes are made, an email notification acknowledging the change is sent to the individual, alerting them to changes they may not have made.

Infiniti Campus

Settings

Account Settings

Contact Preferences

Current Devices

Notification Settings

Contact Preferences

Cell Phone

(555)555-1234

Work Phone

Other Phone

Email Address

CampusParent@fakemail.com

Secondary Email Address

user@example.com

Preferred Language

Your district may send some communications in languages other than English. If you prefer to be contacted in a different language, please specify your preferred language.

US English

Message Preferences

For each notification type, select how you prefer to receive messages by checking Voice, Text (SMS), or Email.

If the Text (SMS) option is enabled, message and data rates may apply. Charges are dependent on your service plan, which may include fees from your carrier to send and receive text messages. To opt out, uncheck the Text (SMS) box at any time.

Phone

Email

| BACH (SMITH) HOUSEHOLD HOUSEHOLD PHONE (555)555-9876 | VOICE | TEXT (SMS) |
|---|-------------------------------------|-------------------------------------|
| Priority | <input checked="" type="checkbox"/> | |
| Attendance | <input checked="" type="checkbox"/> | |
| General | <input checked="" type="checkbox"/> | |
| Teacher | <input type="checkbox"/> | |
| Behavior Messenger | <input checked="" type="checkbox"/> | |
| Emergency | <input checked="" type="checkbox"/> | |
| Food Service | <input checked="" type="checkbox"/> | |
| CELL PHONE (555)555-1234 | VOICE | TEXT (SMS) |
| Priority | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Attendance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| General | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Teacher | <input type="checkbox"/> | |
| Behavior Messenger | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Emergency | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Food Service | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

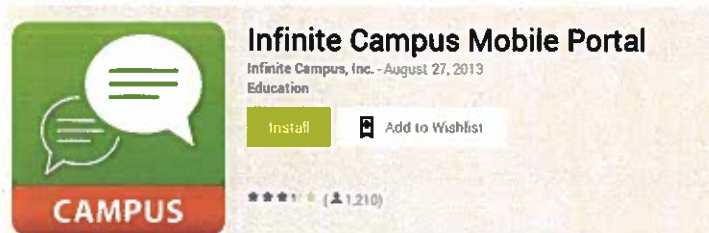
Contact Preferences

APS CAMPUS PORTAL FOR PARENTS

MOBILE APPLICATION

REQUIREMENTS

- You must have an active Campus Portal account.
- You must have a supported iOS (iPad, iPhone, iPod Touch) or Android device.



WHERE CAN I GET THE MOBILE APP

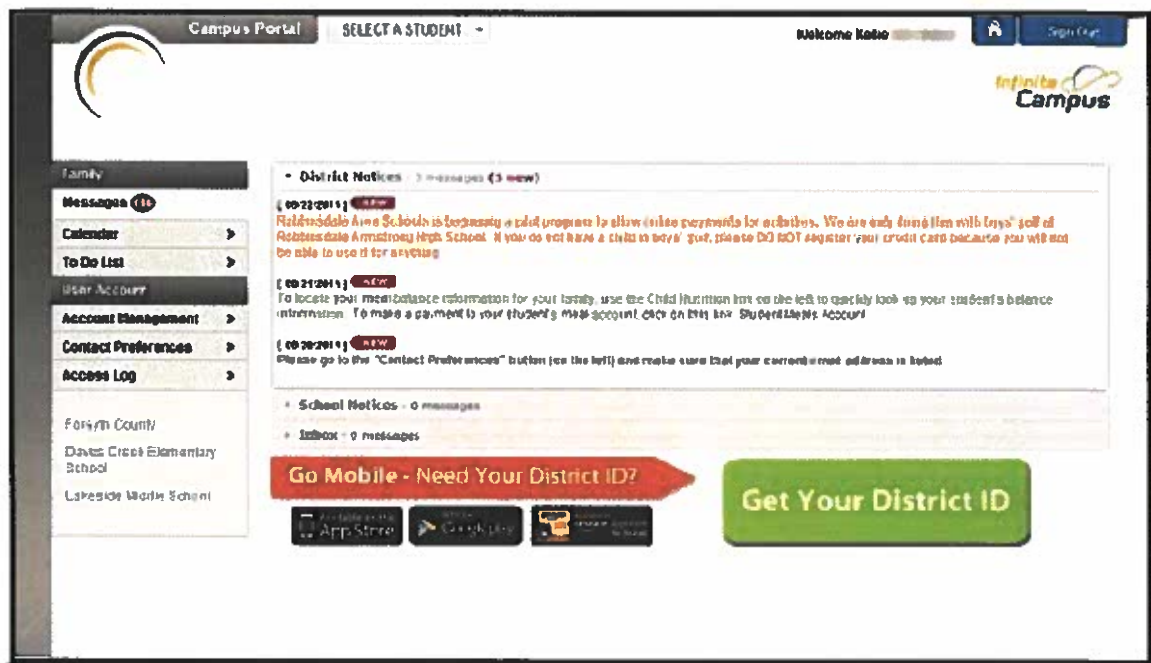
The iOS app can be downloaded from the iTunes store.

The Android app can be downloaded from Google Play and Amazon App Store.

DISTRICT ID

Parents and students need a District ID in addition to their normal login information used to access the Campus Portal. This 6-digit access code can be found by logging into the Campus Portal via the internet and clicking on the **Get Your District ID** button.

1. Log into the **Campus Portal** from a web browser. Passwords are case sensitive.
2. Click the **Get Your District ID** button that displays under the Process Inbox. A new browser page called **Campus Mobile Portal Installation** displays. This installation page provides information on connecting your device to the Mobile Portal app.
3. Note the District ID that displays. You'll need this information later. If you have already downloaded the app, open it and view the Settings options. Proceed to Step 6.
4. Select the appropriate app store image. This takes you to the appropriate app store.
5. Download the app. When it opens, the **Settings** option displays.
6. Enter the 6-digit **District ID** number previously found in the **District ID** field.
7. Enter your Campus Portal username and password.
8. Press **Go** or **Sign In**. Data will begin to download.



MOBILE PORTAL AREAS

The following areas are available to Mobile Portal users.

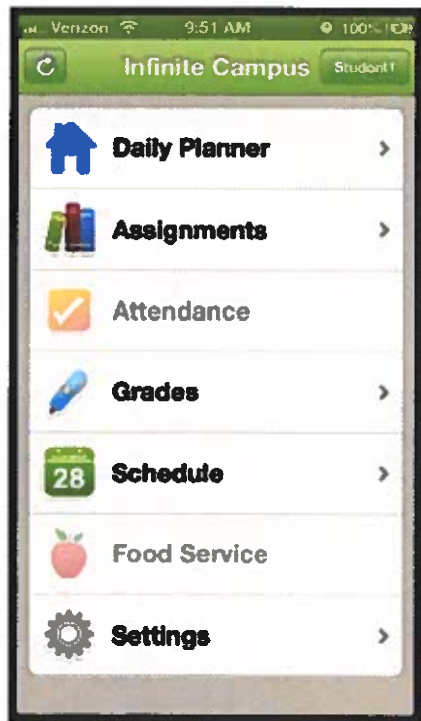


Image 1: iOS Campus Mobile Portal

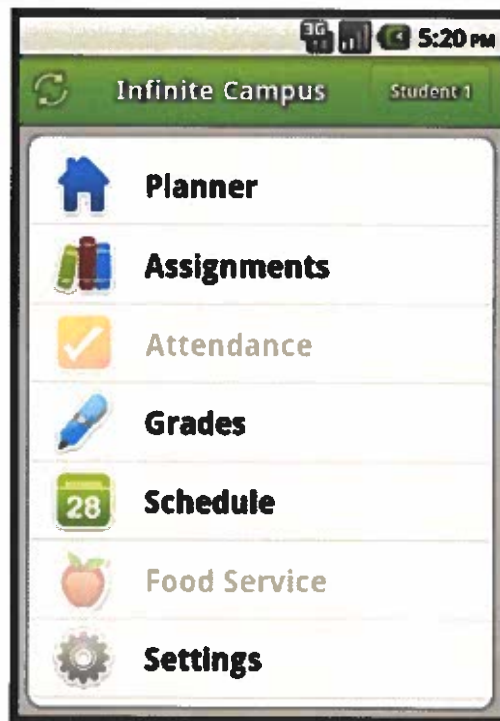


Image 2: Android Campus Mobile Portal

WHAT IF I HAVE MULTIPLE CHILDREN?

To view information for multiple children, select the name of the student currently displayed and a list of other possible children displays. Select the desired child from that list. Only one account can be logged into the Mobile Portal at a time. If you have more than one Campus Portal account to view student information, consider contacting the school or district to combine the accounts into one. If you have multiple children in different districts, portal accounts cannot be combined.

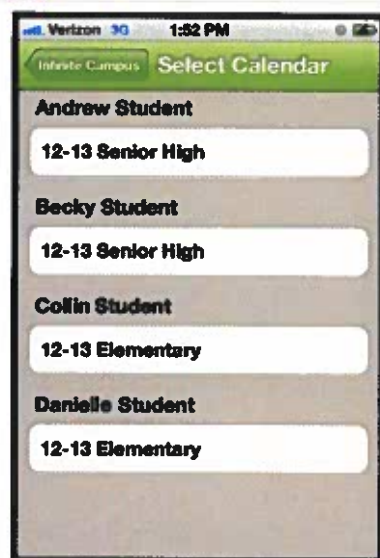


Image 5: iOS Student Selection

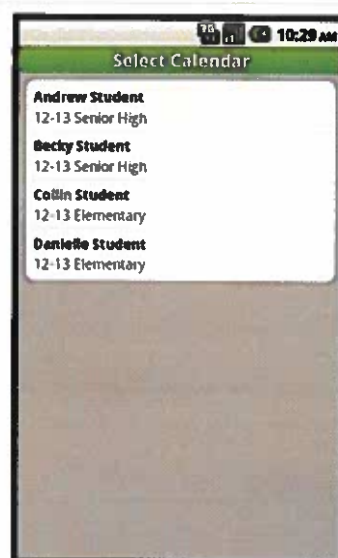


Image 6: Android Student Selection

MOBILE PORTAL SUPPORTED PLATFORMS

Campus Mobile Portal is an iOS and Android application. First generation of iPhone and iPod Touch is not supported. BlackBerry and Windows-based mobile phones are not supported. For Android users, Campus does not support screen sizes deemed too small for the Google Play store. As of the 2013-2014 school year, Campus will only support iOS 5.0+ and Android 2.3+.

The following devices are supported:

| Device | Minimum OS |
|---|--------------|
| Apple Mobile Devices (iPod Touch, iPhone) | iOS 4.3+ |
| Apple Tablet Devices (iPad, iPad Mini) | iOS 4.3+ |
| Android Mobile Devices (Phones) | Android 2.2+ |
| Android Tablet Devices | Android 2.2+ |

TROUBLESHOOTING

If you are having issues with the app, try rebooting the device first to see if that corrects the issue. You can also uninstall and reinstall the app.

Inactive areas? Disabled areas will appear as inactive menu items in the Mobile app. Districts and schools can choose which items to enable, so different information may be available for students in different schools. Be aware that schools may temporarily turn off options like grades or schedules during the summer or at the end of grading periods.

| Issue and Description | Possible Solutions |
|---|--|
| Could not authenticate user. <i>Your username and password do not match a valid user account.</i> | Verify your username and password are correct. Reenter the District ID. If the password changed in the Campus Portal, change it on the app as well. Districts sometimes force a password change. Log into the Campus Portal and reenter the login credentials. If your username and/or password may have been disabled, contact your school for a reset. |
| Could not complete data retrieval. <i>You may not be connected to a network.</i> | Connect to a network and try again. |
| District ID is not recognized. <i>The 6-digit code you entered when accessing the app may be incorrect.</i> | Verify the entered District ID is correct. Connect to a network. The cloud service validating your District ID is down. Try again later. |