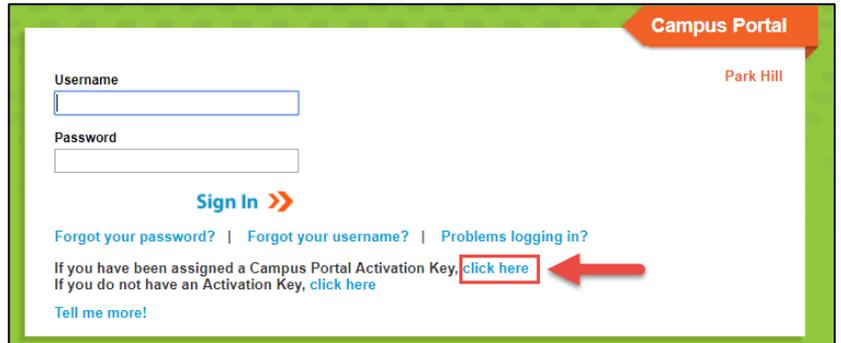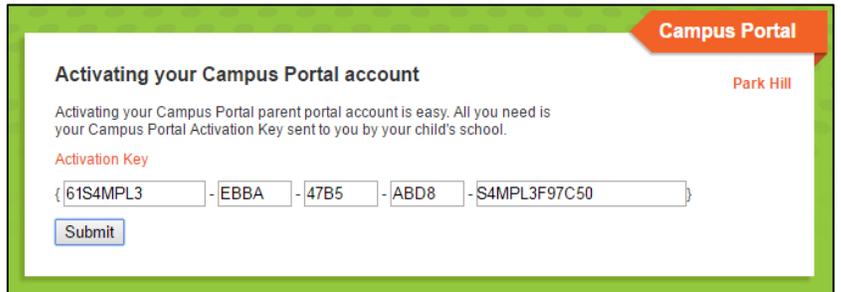# Infinite Campus Parent Portal Set Up

You will need your unique, one time use **Campus Portal Activation Key** (GUID) and a computer or laptop with internet access. *Please note that smartphones and tablets cannot be used to sign up for the Portal, although they can be used to access it after initial setup.*

1 Navigate to the Parent Portal by clicking the Infinite Campus link on the Park Hill School District homepage (www.parkhill.k12.mo.us -> Parent Resources -> Parent Portal).
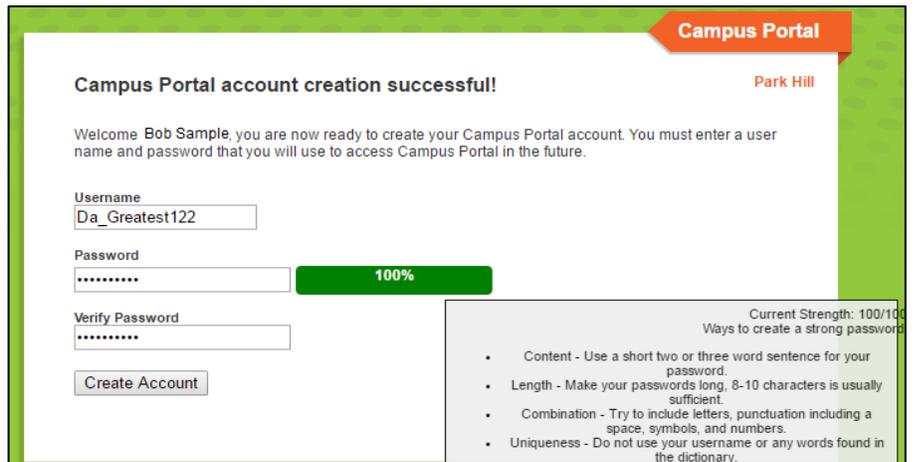
2 Click the link next to "If you have been assigned a Campus Portal Activation Key".
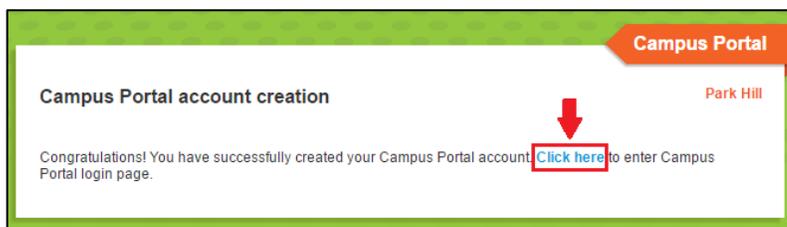
Campus Portal

Park Hill

Username

Password

Sign In »

Forgot your password? | Forgot your username? | Problems logging in?

If you have been assigned a Campus Portal Activation Key, click here
If you do not have an Activation Key, click here

Tell me more!

3 Type your GUID into the boxes. Double check to make certain you have it correct, then click submit.

Campus Portal

Park Hill

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

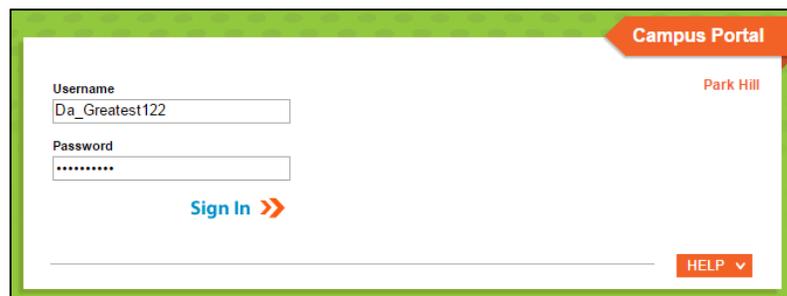{ 61S4MPL3 - EBBA - 47B5 - ABD8 - S4MPL3F97C50 }

Submit

4 Choose a unique username and password. Hovering your cursor over the password strength meter will show strength recommendations. Click "Create Account".
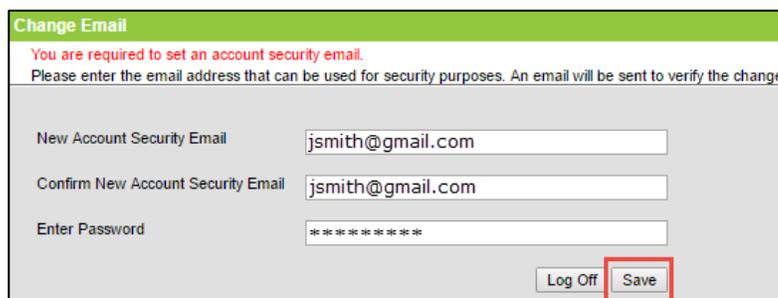
Campus Portal

Park Hill

Campus Portal account creation successful!

Welcome Bob Sample, 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.

Username
Da_Greatest122

Password
••••••••••   100%

Verify Password
••••••••••

Create Account

Current Strength: 100/100
Ways to create a strong password

- Content - Use a short two or three word sentence for your password.
- Length - Make your passwords long, 8-10 characters is usually sufficient.
- Combination - Try to include letters, punctuation including a space, symbols, and numbers.
- Uniqueness - Do not use your username or any words found in the dictionary.

5 Click the link to return to the Login page.

6 Log in with your new username and password.

7 You will be prompted to enter a recovery account email. This will allow you to retrieve your password if you forget it. Enter your email and Parent Portal password, then click "Save".

You're done! Enjoy exploring the Infinite Campus Parent Portal. Check out the guide below to get started.

Infinite Campus Parent Portal Navigation

This is your Parent Portal home screen. Use the tabs on the left to navigate. Click **Select a Student** to view student information.

If you only have one student, their picture and information will appear here instead.

Campus Portal

SELECT A STUDENT ▾   Welcome .

Infinite Campus

Family

1. Messages **2**
   Discussions ›
2. Household Information ›
3. Family Members ›
4. Calendar ›
5. Fees ›
6. Payments ›
   To Do List ›

User Account

7. Account Settings ›
8. Contact Preferences ›
9. Notification Settings ›

▸ District Announcements - 0 messages
▸ School Announcements - 13 messages (2 new)
▸ Inbox - 152 messages

Any changes made to information in the portal will be sent to school staff for review. It may take up to a week for these changes to be approved and updated in the portal.

1. **Messages** will display district and school announcements. You can view messages sent to you by teachers under the **Inbox**.

2. **Household Information** displays the current address and phone number on file for your household. You can request an update to the phone number by clicking the "Update" button. Address changes must be made in person at a student's school.

3. **Family Members** displays all members of your household, the relationships between them, and their contact information. You can also request to update relationship information from this screen.

4. **Calendar** displays assignments and attendance events (such as absences or tardies) for all students in the family. Assignments and attendance events can be clicked on to reveal further details.

5. **Fees** displays currently owed fees for each student.

6. **Payments** will allow you to pay fees by credit card, debit card, or electronic check. You can pay fees in installments simply by entering the desired payment amount in the payment text box.

7. **Account Settings** allows to edit your portal password.

8. **Contact Preferences** allows you to edit your primary and secondary email address, and choose which types of messages you wish to receive.

9. **Notification Settings** only affect notifications which appear in the portal itself under the 🔔 icon. It will not affect mobile notifications or the type of notifications received from the school.

⚠ If you need assistance with setting preferences or viewing student information, contact your student's school. If you are experiencing technical difficulties, contact the Help Desk at 816-359-5000.

Student Screens

If you a select a student from the list at the top, or if you have only one student in the district, you will see more navigation tabs on the left.

When you have a student selected, tabs such as the calendar and fees will only display that student's information, instead of all students' information.

Use this dropdown to switch between summer school and regular school year calendars. Summer school calendars will have an SS in front of the year. **Student tabs will only display information for the selected calendar.**

1. **Schedule** displays the student's currently enrolled classes for each term. You can easily email teachers by clicking the ✉ icon by the teacher's name.

2. **Attendance** displays absences and tardies in a calendar format and can be organized by course, period, day, or term.

3. **Grades** displays current posted and in-progress grades in all classes. You can click a class to see assignment information and scores.

4. **Transportation** displays bus number and stop information.

5. **To Do List** shows the student's upcoming assignments. Overdue assignments will appear in red.

6. **Reports** allows parents to print report cards and a report of missing assignments.

7. **Demographics** displays the student's emergency contacts, and allows change requests.

8. **Schoology Parent Access** displays the access code for parents who wish to view their student's assignment materials in our learning management system Schoology. Not all teachers use Schoology, so speak with your students' teachers for more information.

How do I...

Check my student's grades?

If you have multiple students, you will have to select a student at the top view their information.

Click the **Grades** tab. You will see in-progress and posted grades for each class, and you can click on a class to see more detailed assignment scores and information. See page 6 for more information.

Print a Report Card?

If you have multiple students, you will have to select a student at the top to view their information.

Select the **Reports** tab. You can only print the most recently released report card – contact the school if you need previous report card information.

See attendance information?

If you have multiple students, you will have to select a student at the top to view their information.

Select the **Attendance** tab. Absences will be displayed in a calendar format at the top of the page. Absences and tardies can be organized by course, period, day, or term. See page 7 for more information.

See my fees and make payments?

If you have multiple students, you can view all of their fees together, or select a student to see individual fees.

Select the **Fees** tab to view all assessed fees. Please note that not all school fees are payable online at this time. You can pay fees in full or in installments. Click the **Make Payment** button and enter the total amount you wish to pay ($10 minimum), then click **Continue**. The system will walk you through entering your credit, debit, or check information. See page 8 for more information.

Update my contact information?

To update the primary household number, select **Household Information.** You will see the current primary phone number and address for all members of your household. Click **Update** to request a change to the phone number. Addresses cannot be changed on the portal.

To update family contact information, select **Family Members**. Click **Update** under any name to request an update that individual's phone number or email address. You also can update your personal email under **Contact Preferences**. See page 7 for more information.

To update emergency contact information, select a student (if you have more than one) and click **Demographics.** You can update, add, or remove emergency contacts.

All changes must be reviewed and approved by school office staff before they will appear on the portal.

View my student's current assignments?

If you have multiple students, you can view all of their assignments together, or select a student at the top to see their individual assignments.

Click the **To Do List** to view upcoming assignments from all classes. Overdue assignments will appear in red. You can print a list of overdue assignments in the **Reports** tab, by selecting the **Missing Assignment**s report.

Change my Parent Portal password?

Click **Account Settings**. Find the **Password:** box and click **Edit.** You must enter a strong password or the system will not accept it. Hover your cursor over the password strength box to see password requirements.

Grades

Select a student and click Grades to view their grades. **Elementary grades are not available on the portal**, but you can print an elementary report card in the **Reports** area.

You will see all classes on the student schedule for the year. The high school year is divided into two semester terms (S1, S2), and middle school is divided into 4 quarter terms (Q1, Q2, Q3, Q4). A course will only display grades for the terms the student is enrolled. For example, in the image below, the student is enrolled in AP Chemistry for the second semester only, so there is no S1 grade.

A Final Grade (green) is the posted grade that will appear on the report card.

An In-Progress Grade (yellow) is a calculated total of all current assignment scores.

A Midterm grade is a final posted grade for the first half of any semester.

A Year Grade is only used for special split-block courses that last for 2 semesters, and is posted at the end of the second semester.

Click on a class to see assignment scores.

Teachers may separate their assignments into categories, and give those categories different weights.

If a category is weighted higher than another, the assignment scores in the higher category will count for more in the over all in-progress calculation.

Grading scales used by the building will appear at the bottom of the assignments list.

Attendance

*Please note, attendance in the portal is updated in real time based on the teachers' attendance taking. However, **attendance is not considered finalized until it has been processed by the attendance secretary**. This means if a student arrives tardy after the teacher has marked them as absent, the portal may display them as absent until the attendance secretary processes their attendance at the end of the day.*

Select the **Attendance** tab to see all absences and tardies in a calendar format. You can view past calendars using the arrows at the top. Click on an attendance event to see details and comments for that day.

Use the tabs to view attendance summaries in different formats.

Course displays the number of periods absent and tardy for each course. This will only display for currently enrolled courses. Click the arrows to expand and see specific dates.

Period displays the number of periods absent and tardy for each time block or period, regardless of course. This will be separated by terms (semesters or quarters, depending on the school).

Day displays each date there was an attendance event, and a column for each time block/period, creating a grid of absences and tardies by day.

Term displays a summary of total attendance events by term (semesters or quarters). Terms can be expanded to view specific dates.

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

Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy	Present
▼ 090901200 HS Spanish II	Payne, Kate	2	0	0
09/07/2017 Thursday - Absent Excused				
10/11/2017 Wednesday - Present Exempt				
11/01/2017 Wednesday - Absent Excused				
▶ 091600600 HS Algebra II	Spencer, Dwight	8	0	0
▶ 092000400 HS Accelerated Chemistry	Timpe, Brian	2	0	0
▶ 092100100 HS Homeroom/Tutorial	Yeates, Bree	1	1	0
▶ 132000200 AP Chemistry	Timpe, Brian	1	1	0
▶ 132400401 AP Psychology	Harman, Marc	2	0	0
Total		**16**	**2**	**0**

Contact Preferences (For Email Notifications)

It is important for users to have up-to-date contact information that can be used by Campus Messenger to distribute timely information to parents. Users should verify that contact information is correct and then indicate which types of messages should be directed to each email address.

Opt in or out of which message you receive by email. Checking these boxes verifies that you would like to receive this type of message should the building or teacher send one.

Paying Fees

Select the **Fees** tab to see fees for all students, or select a student to see fees only for that student. You can pay for fees online with a credit or debit card, or by electronic check. To pay fees or add optional fees, click **Make a Payment**.
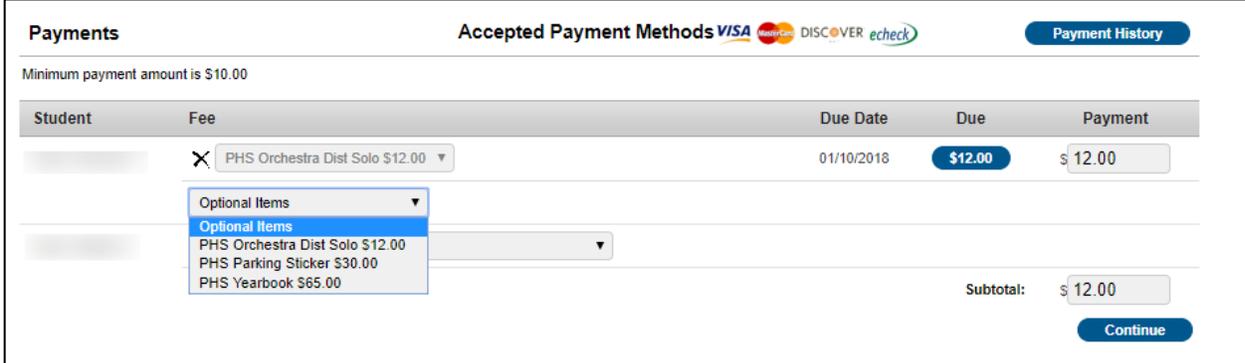

There will be a dropdown beside each student to add optional fees (i.e. parking pass, sports fees). Simply select the fee(s) you wish to add. If the student's school doesn't accept optional fee payment online, the dropdown will be blank.

Enter the total amount you wish to pay into the **Payment** box. The **Subtotal** box will display the amount to be charged. Click **Continue.** The system will take you through the process of entering your check or credit card information to make your payment.