INFINITE CAMPUS PARENT PORTAL USER GUIDE

INTRODUCTION

This user guide provides information on how parents can use the Infinite Campus Parent Portal, also known as Campus Portal. Detailed instructions are available for logging into the Campus Portal, viewing student data and generating available reports. The information in this guide is divided into concepts corresponding to a specific function of the Campus Portal. Each section contains instructions and some graphics to guide the user through the process.

This document is written for the Campus Portal users, not school or District personnel. Updates to this user guide will be made as additional features of the Campus Portal are released. **Please note:** Not all sections are always available to view. Periodically, sections will be disabled for a period of time.

Security Features

- The Campus Portal incorporates the highest level of security. Parents/guardians can see only information related to the students they are authorized to view through the use of a secure connection, strong passwords and session timeouts.
- The Campus Portal enables the District to force strong password usage by all users, including parents/guardians. This requires a password that is case sensitive and at least eight (8) characters long. The password must also contain at least three of the following: capital letter, lower case letter, number or symbol.
- Five unsuccessful login attempts will disable the Campus Portal account. To use Campus Portal again, parents will need to contact their child's school.
- The Campus Portal also monitors the activity in each session. As part of security settings, an Access Log in included. By default, the system will time-out any user after a period of time and requires the user to log in again.

FIRST TIME ACCOUNT CREATION

Step 1: Parents/guardian should go to the Parent Portal Login Page
Parent Portal: https://gacloud1.infinitecampus.org/campus/portal/djj.jsp

Step 2: Select the "**If you have been assigned a Campus Portal Activation Key, click here**" option

Step 3: Another screen will display >> Activating your Campus Portal Account

Step 4: Enter the **Activation Key** assigned to you. Once the Activation Key has been used to create an account, it cannot be used again.

Step 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

USERNAME AND PASSWORD CREATION
1. Enter a **Username**. Use an alphanumeric (both letters and numbers) username (e.g. johndoe1).
2. Enter a **Password**. Use an alphanumeric password. Passwords should be at least 8 characters long and 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.)

   When a password meets the qualifications, the status bar will indicate 100%
3. Re-enter the password in the **Verify Password** field.
4. Click the **Create Account** button.

To reset your password:
Please contact your child's school for instructions on how to reset your password. If you cannot request a password reset in person, you can download and complete the form with a **notarized** signature from the link below:

Link: **http://www.djj.state.ga.us/GPA/PDF/ParentPortalAccountPasswordReset_Absentee.pdf**

NAVIGATING THE PARENT PORTAL

Navigating the Campus Portal is easy. The left side of the screen is used to navigate the Campus Portal. The right side of the screen contains the main frame which displays topic specific information.

Messages

The Messages tab will bring your back to the home page. The home page displays district announcements, schools annoucements and your inbox.
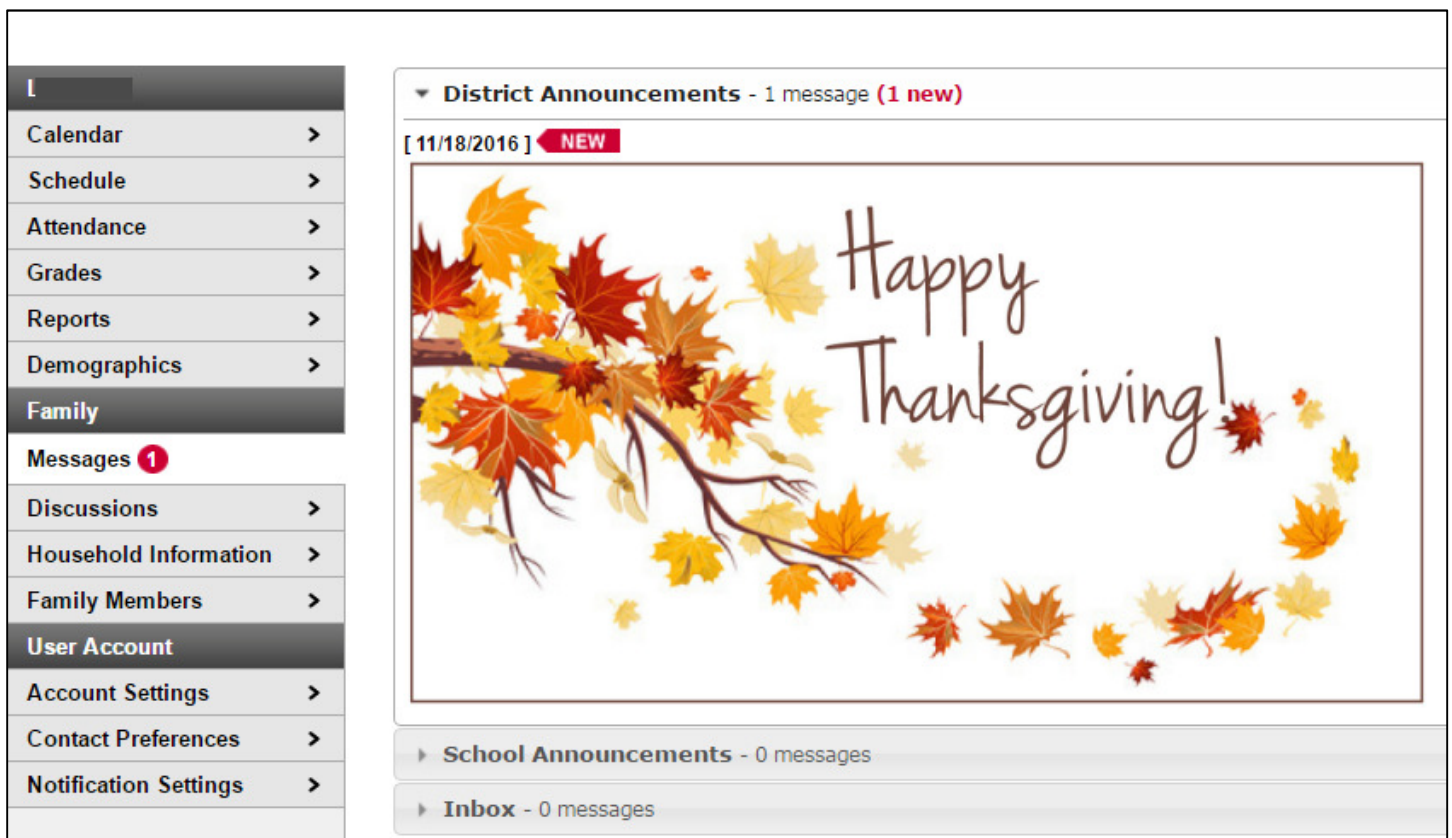
Portal Languages

The Portal navigation tools are available in four languages by clicking on the hyperlink found at the bottom of the Portal web page on all screens:

- English
- Spanish
- Simplified Chinese
- Traditional Chinese

School and District Annoucements

The Campus Portal homepage displays school and District annoucements in the main frame located on the right side of the screen. Annoucements are organized by district-wide messages and by school-specific messages. The Campus Portal also has a built-in messaging system. Your inbox will contain any messages sent to you.

Inbox

The Inbox message center is for all system communication relevant to a user of the Campus Portal. Annoucements appearing in the Inbox are tailored to the current logged-in user.

User Account

The **Account Settings** tool allows a user to change the account password. The user must have a current password to make this change.

Contact References will allow the user to add an email address and a secondary email address. You may choose how you prefer to receive a message by type (ie. Emergency, Attendance, General Notification, Priority Notification, Teacher). You may also select a preferred language. This information is populated in the student information system.

Access Log

The Access Log lists the IP address (location from which parents access the Portal), the time it was accessed and whether the login was succesful. Users do not have the ability to modify data here.

Notification Settings

Parents may subscribe to school notifications to receive alerts to attendance, grade, and assignment changes. The notification bell is located in the upper right hand corner of your Campus Portal screen.

Calendar

Calendar Events for all students in the family will display if you do not have a specific student selected. The Calendar tab displays assignments and attendance events for each student. The Calendar tab appears in the Student Section of the portal.

Schedule

The schedule tab lists your child's classes in each period and each term. For each class, you will find the name of the course, the days it meets, and the teacher's name. You may click on the class name for current assignments and scores.

Attendance

The Attendance tab allows parents to track student attendance using a variety of summary options and attendance views. This section is updated in real-time, as the teacher or attendance clerk enters daily or period attendance.

The attendance calendar at the top of the attendance screen provides color-coded absence information for the selected student. The current day is outlined and in blue. Click the black arrow icons will allow the user to view previous and future months. All instruction days may be selected. Non-instructional days are grayed out and cannot be selected.

(Clicking on November 15th on the calendar view shows an attendance detail for that day)

The student was marked absent in period 4 and 5

Attendance Details   ✖

November 15, 2016 - Tuesday

Term: Semester 1

Period	Course	Time	Description
1	45.0810001 United States History A	08:05 AM - 09:00 AM	
2	36.0120001 General Physical Edu 10 S1	09:05 AM - 10:00 AM	
3	07.4413001 Intro to Business & Tech A	10:05 AM - 11:00 AM	
4	23.0620001 Tenth Grade Literature/Comp A	11:05 AM - 12:40 PM	BRC:Behavior Redirection & Edu Activities Classroom
5	27.0972001 GSE Analytic Geometry A	12:45 PM - 01:40 PM	A: Unknown
6	26.0120001 Biology I A	01:45 PM - 02:40 PM	

Below the Calendar, four tabs allow users to view summaries of attendance information by Course, by Period, by Day and by Term. Dates in the summary tabs can be selected to generate a detail window.

| Course | Period | Day | Term |

Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy	Present
▸ 07.4413001 Intro to Business & Tech A	Garwood, Simone	5	0	0
▸ 23.0620001 Tenth Grade Literature/Comp A	Marrongelli, Sandra	1	0	0
▸ 26.0120001 Biology I A	Wells, Celeste	2	0	0
▸ 27.0972001 GSE Analytic Geometry A	Patrick, Andy	3	0	0
▸ 36.0120001 General Physical Edu 10 S1	Clay, Gary	2	0	0
▸ 45.0810001 United States History A	Bradley, Kenneth	1	0	0
Total		**14**	**0**	**0**

Grades

Parents are able to see all grading tasks, grades, and assignments for a particular course.

Grades

Recently Graded Assignments

Posted	Course	Assignment	Score	Total	Percent
1 day ago	45.0810001 - United States History A	Writing - Early Political Parties - RAFT *Incomplete	0	25	
1 day ago	45.0810001 - United States History A	Participation 16	7	10	70%
1 day ago	07.4413001 - Intro to Business & Tech A	Week 16 Assignment	85	100	85%
1 day ago	07.4413001 - Intro to Business & Tech A	Week 15 Assignment	78	100	78%

Grades By Course

Expand All   Collapse All   ☐ In-Progress Grade   ☐ Final Grade

▸ 📖 26.0120001-6 Biology I A - Wells, Celeste

▸ 📖 36.0120001-2 General Physical Edu 10 S1 - Clay, Gary

▸ 📖 27.0972001-5 GSE Analytic Geometry A - Patrick, Andy

▸ 📖 07.4413001-3 Intro to Business & Tech A - Garwood, Simone

▸ 📖 23.0620001-4 Tenth Grade Literature/Comp A - Marrongelli, Sandra

▸ 📖 45.0810001-1 United States History A - Bradley, Kenneth

Reports

The Reports tab allows parents to generate printed reports of information such as a student's schedule, and any report cards that are available. Adobe Acrobat Reader is required and may be downloaded at no cost. Below are some report examples you may find on Campus Portal:

Reports

☐ Progress Report Semester 1
☐ Student Schedule

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