

Campus Portal for Parents and Students

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Campus Portal for Parents and Students

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- ✓ This document is written for use by parents. Districts can choose to provide this information to their parents or use it as a guide for creating district-owned documentation.

PATH: *Campus Portal*

Each district that uses Campus is provided with Portal functionality. Schools should allow the use of the Portal only after data within Campus is accurate. Campus settings should have been verified, addresses should be correct, grades entered, etc.

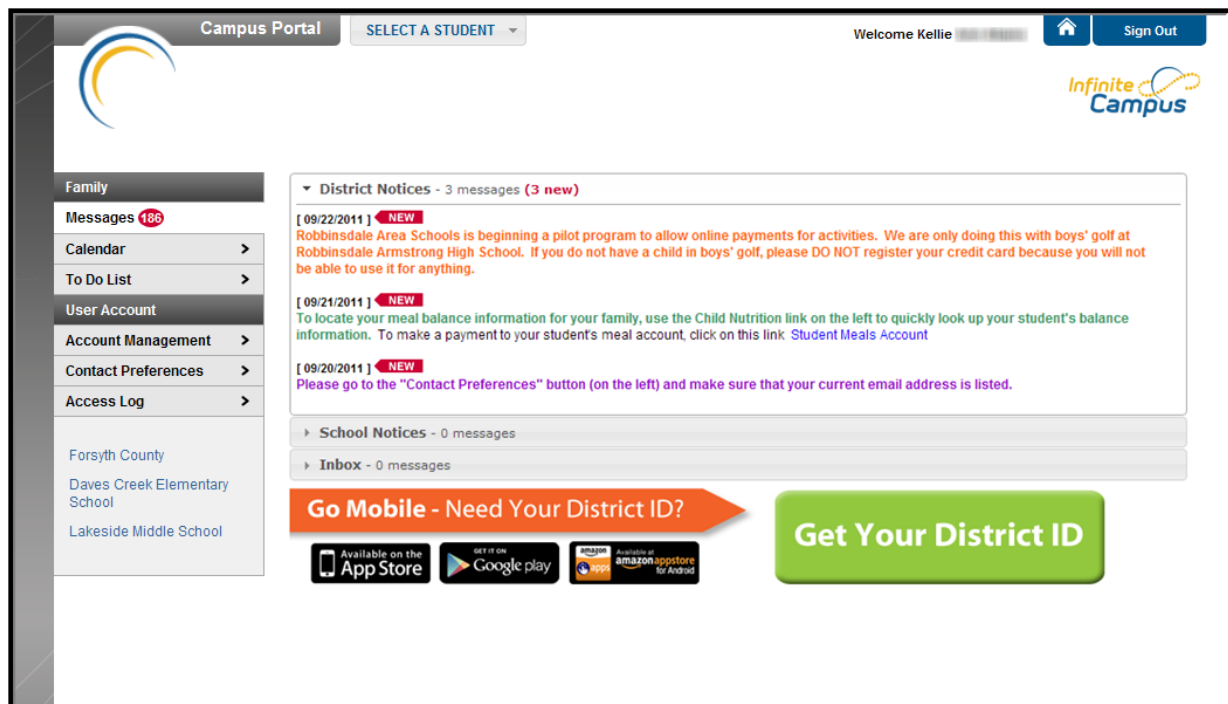


Image 1: *Campus Parent Portal*


Accessing the Portal

The Portal can be accessed by parents of enrolled students. Parents will see all children in their household, or students that are related through the Guardian checkbox of the [Relationships](#) tool. Students can also be given access to the Portal, but they will only be able to access their own information.

Image 2: Portal Login

- Infinite Campus recommends that districts require all Portal users to sign an "Acceptable Use" policy before allowing Portal access. A district may also wish to require that Portal users sign a Web Access Agreement. See the [Suggestions for Portal Policies Section](#) at the end of this article for further guidance.

The Portal web address is `https://<campus district access>/databasename/portal/<district name>.jsp`. Thus, a district with a web application name of ICCampus and a district name of ICCSS would have a portal address of: `<https://campus.iccampus.k12.state.us/campus/portal/ICSS.jsp>`.

 Not all options mentioned here may be available.

Portal Areas

The following areas are available on the Portal. Different schools within a district can determine which areas of the Portal are available.

Some of the following features may not be available in your area.


- [Student Assignment Submission \(Portal\)](#)
- [Online Registration \(Custom Development\)](#)
- [Family \(Portal\)](#)
- [Students \(Portal\)](#)
- [User Account \(Portal\)](#)
- [Student Online Assessment \(Portal\)](#)

Access to the Campus Portal

The district determines access to the Campus Portal. Instructions for receiving a username and password are provided by the school or district. The School or district will provide the URL for access to the Campus Portal. Visit the district's website or contact the school for more details.

Accessibility to various screens described in this guide is determined by the school or district. Access for one school or building may vary from access for another school within the same district. Some tabs and features may not be available for some users.

The following provides a summary of the areas that may be visible, depending on the district. Some areas may not be available.

 It is a district's decision to display information on the Portal.

The Portal is also available as an app for Android, iPhones, iPads and iPad Touch devices. Select the appropriate application button from the Portal Family Messages page to download the app and view student grades, attendance and assignments.

KNOWLEDGE BASE - CAMPUS PORTAL FOR PARENTS AND STUDENTS

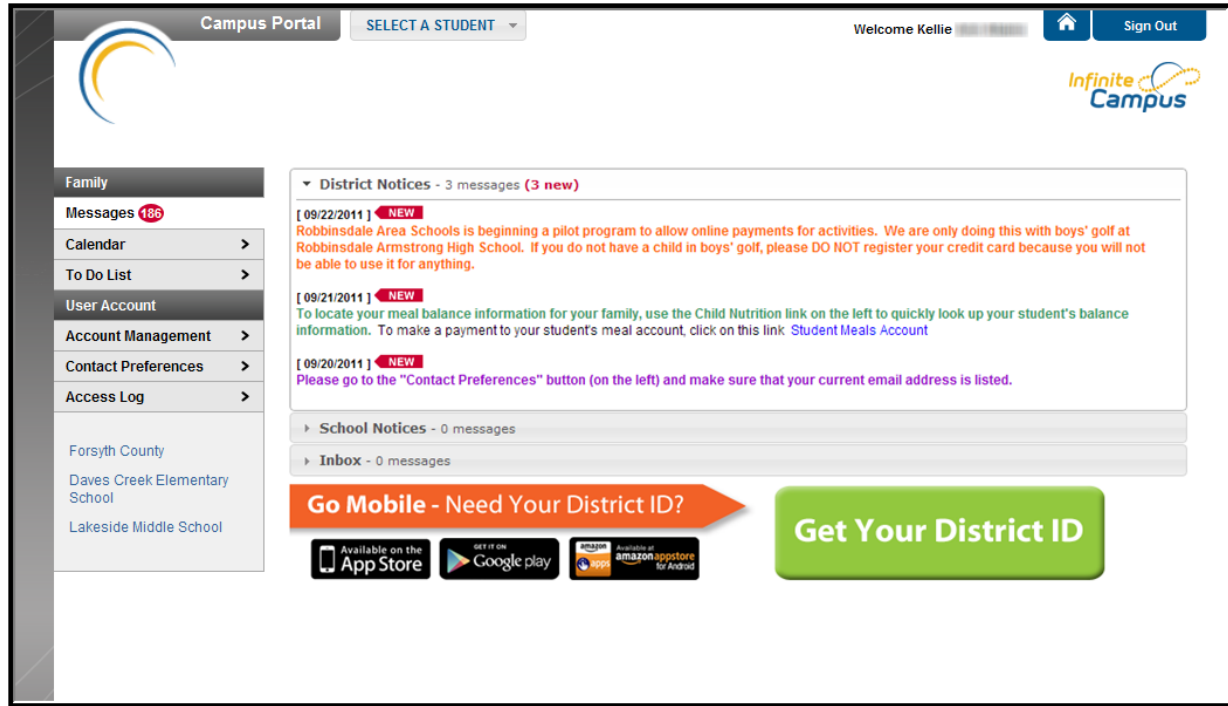


Image 3: Mobile Portal Download options

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. The use of strong passwords, forced password reset and session timeouts ensure secure access.

Schools create households to which the student belongs, depending on the information provided about parent and guardian rights, living arrangements, etc. Parents and guardians will only have access to the links which they have been given permission, to ensure student privacy. Students who have access to the Portal only have access to view their own data.

Campus Portal security works differently depending on whether or not the district has enabled Password Reset Functionality.

⚠ The **Forgot Your Password?** and **Forgot your username?** links are available by selecting the Help icon and are only available if Password Reset functionality has been enabled. See the [Recovering Usernames](#) and [Recovering Passwords](#) sections for more information.

If Password Reset Functionality is Not Enabled

If Password Reset functionality is not enabled and the district has enforced strong passwords, users are required to create a password that is at least six characters long and meets three of the four qualifications listed:

- 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.)

In addition, the district's administrator may force users to reset their passwords from time to time. By default, a dormant session will automatically end after a set amount of time determined by the district (usually between 25 and 60 minutes). This may vary from district to district since the district can establish the duration before the session times out.

Five unsuccessful login attempts will disable the portal account. In order to use the portal again, users will need to contact the school or district to have the account reactivated.

If enabled by the district, additional user account settings are found in the [User Account](#) section of the navigation pane. Users are able to change their account password and see the account access log.

If Password Reset Functionality is Enabled

If Password Reset functionality is enabled, strong passwords are automatically enforced and users are required to create a password that is at least eight characters long and meets three of the four qualifications listed:

- 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.)

In addition, the district's administrator may force users to reset their passwords from time to time. By default, a dormant session will automatically end after a set amount of time determined by the district (usually between 25 and 60 minutes). This may vary from district to district since the district can establish the duration before the session times out.

If a user has forgotten their password they can select the **Forgot Your Password?** link to have a unique URL sent to their email which will walk them through the password reset workflow. See the [Recovering Passwords](#) section for more information.

If the user has forgotten their username they can select the **Forgot Your Username?** link to have an email sent to them containing their username. Users can request to receive their forgotten username up to 5 times per day. On the sixth try, the user will be locked out of their 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. See the [Recovering Usernames](#) section for more information.

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 [Messages](#) tab located in the Family section is selected.



Image 4: User Name and Home and Sign Out Buttons

Use the **Select Student** drop down in the top left of the screen to view all of the students a user has rights to view and 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.

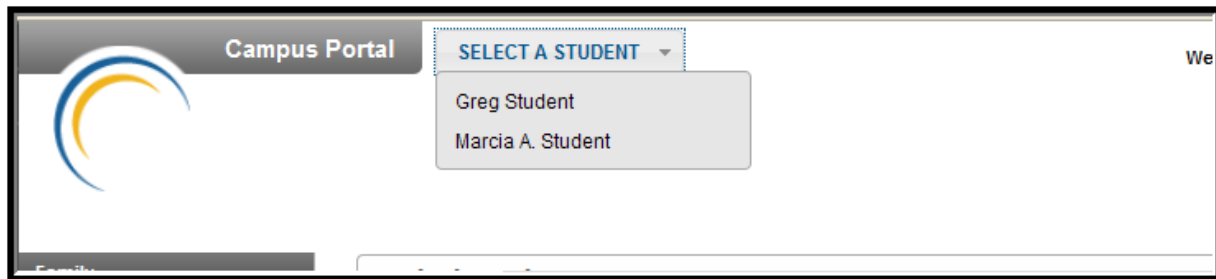


Image 5: Switch Student Option

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.

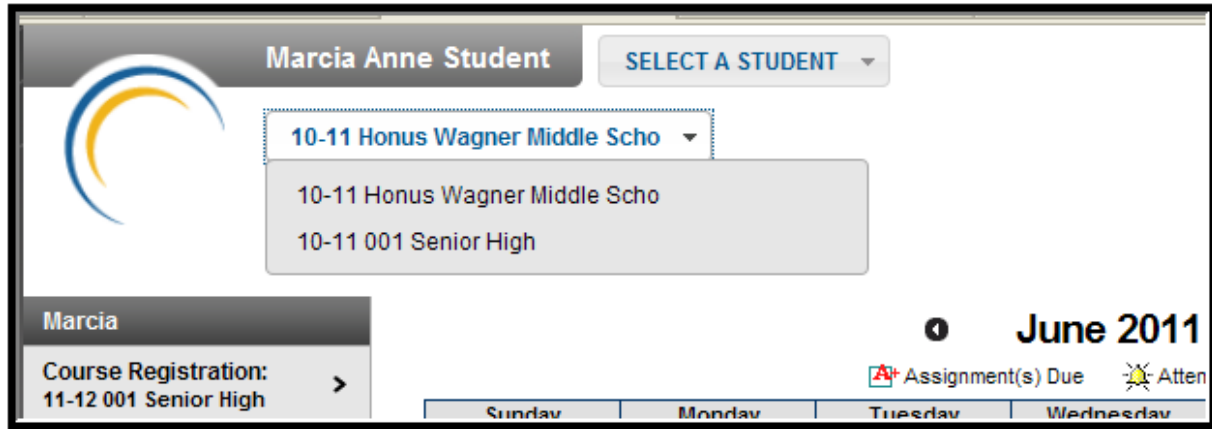


Image 6: Switch School Option

When signed in as a parent, the **Family** and **User Account** navigation panes appear on the left side of the screen. When a student is selected in the **Select Student** option, an information section specific to that student will appear above the Family section in the navigation pane. The tabs in the Family section apply to all students to which that user 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, whereas when accessing the **Calendar** tab from the student section, only information specific to that student will appear on the calendar.

External links, located at the bottom of the navigation panes, often lead to school or district websites and open in a separate browser window to increase the security of the Campus Portal.

Other Links

Districts and schools can choose to enter a URL on the School Information and District Information tab. The URLs entered will appear as links at the bottom of the navigation pane. These links display in a separate window allowing easy access to the district and school websites.

Portal Languages

The Portal is available in four languages:

- English
- Spanish
- Simplified Chinese
- Traditional Chinese

Users can select which option best fits their needs by clicking on the hyperlink of the preferred language on the sign-in page or at the bottom of the Campus Portal after logging in. Selecting a language will display all navigation tab labels and non-student/school specific content into the chosen language. Custom tabs are not translated.



Image 7: Campus Portal in Spanish



Image 8: Language Selection at the Bottom of the Portal