



## **Infinite Campus Portal - Account Activation Instructions**

The Infinite Campus Parent Portal is a web-based student information system that provides instant and real-time information to those users with an internet connection who have students in our schools. Additionally, Infinite Campus is a family-based system, which means parents/guardians can easily use their own log-in to view information for all of their students. The portal offers current information on grades & assignments (grades 7-12), report card, IEP, attendance, schedules, assessment data, food service, online fee payment, fees, transportation route information, immunization records, school & district announcements, and teacher newsletters.

### ***System Requirements***

- PC: Will need a Pentium III or higher, Windows 98 or higher with an updated browser
- Mac: Will need Mac OS 9.1 with Internet Explorer 5.1.7 or Mac OS 10 with IE 5.2.3 or higher.
- Other computer considerations: **RAM:** 128MB RAM or greater; **Software:** Adobe Acrobat version 5.1 or higher; **Internet Connection:** Modem speed of 56K or higher; **Monitor:** Best viewed with your monitor resolution set at a minimum of 800 x 600.

***How do I get my Account Activation code*** - Contact your student's school office for your activation code (also called your GUID). If you have students in multiple buildings you only need to visit one building – the GUID is the same for all.

### ***Account Activation Instructions***

1. The first time you use the Campus Portal, you will need to set up your account.
2. Open the browser of your choice and go to this web page: <https://campus.nbexcellence.org/campus/portal/newberlin.jsp>
3. You will see a login screen – click the ORANGE help drop down button
4. Here you will find the line: "If you have been assigned a Campus Activation Key", [click here](#).
5. Click once on the [click here](#) link.
6. You will see the "Activating your Campus Portal Account" screen.
7. Type your 32-digit Activation Key into the Activation key field. Do not enter the dashes. As you finish each number/letter set, the cursor will jump to the next box; you do not need to tab between boxes. The code must be entered exactly as printed on this page and it is case sensitive. When you have entered all 32 digits/letters correctly, click on [submit](#).
8. You will see your personal account creation screen. The "Welcome" line at the top should list your name. If it does not, stop and call the school.
9. On this screen you will enter a user name and password that will subsequently permit you to sign in and look at your child's information. The program has you enter the password twice to ensure accuracy. The percentage box will let you know if your password is secure enough. Keep your password confidential. Security of students' personal and private data is of paramount importance to the School District of New Berlin. We reserve the right to change passwords to protect data security.
10. Once you have entered your user name and password information in the fields, click on [Create Account](#). Campus will congratulate you! Click once on [Click here](#). Your account is set up and you can subsequently sign on using the User Name and Password you entered. You will then be prompted thru security preferences.

### ***Getting Help***

- Go to this web page for a guide on how to use Campus Portal:  
[http://www.nbexcellence.org/parents/do\\_ic\\_parents.cfm](http://www.nbexcellence.org/parents/do_ic_parents.cfm)
- Contact your school secretary with questions.
- Parent help line: 262-789-6298