

Allen County School District

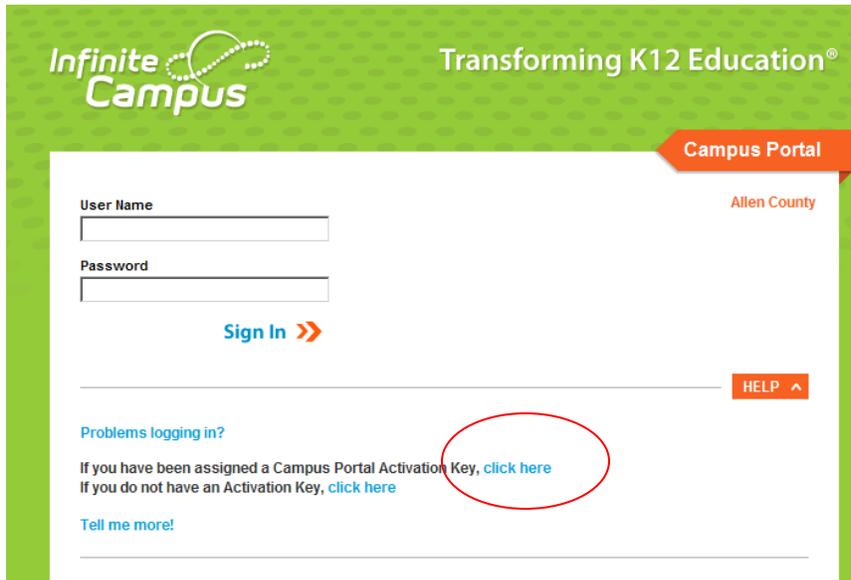
Infinite Campus Parent Portal

Step-by-Step Instructions for First Time Log On

1. Log on to the secure Internet address for the Parent Portal (this link can also be accessed by clicking on the Parent Portal icon located on the district website.)

<https://infinitecampus.allen.kyschools.us/campus/portal/allen.jsp>

2. Click on the word Help to open up a menu.

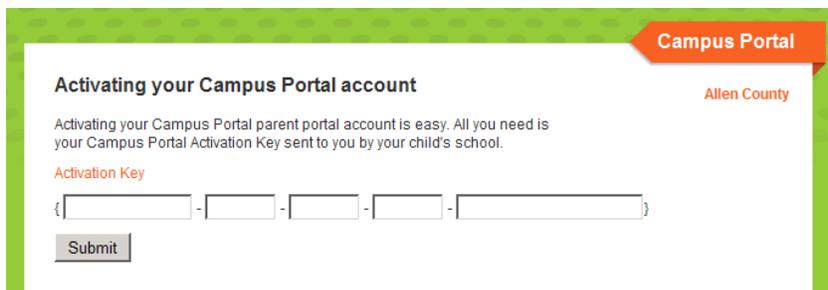


The screenshot shows the login page for the Infinite Campus Parent Portal. At the top left is the Infinite Campus logo with the tagline "Transforming K12 Education®". On the right, there is a "Campus Portal" tab and "Allen County" text. The main form contains "User Name" and "Password" input fields, a "Sign In >>" button, and a "HELP ^" button. Below the form, there is a section titled "Problems logging in?" with two links: "If you have been assigned a Campus Portal Activation Key, [click here](#)" and "If you do not have an Activation Key, [click here](#)". The second link is circled in red.

Click the words Click Here to set up your Infinite Campus Account.

3. Enter the Portal Activation Key provided in the letter you received into the appropriate boxes.

Click on the **Submit** button when you are done.



The screenshot shows the activation page for the Infinite Campus Parent Portal. At the top left is the Infinite Campus logo with the tagline "Transforming K12 Education®". On the right, there is a "Campus Portal" tab and "Allen County" text. The main form has the title "Activating your Campus Portal account" and a paragraph of instructions: "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." Below this is the label "Activation Key" and a form with five input boxes separated by dashes. A "Submit" button is located below the form.

4. You must now create a User Name and Password.

- Type your desired User Name in the area indicated.
- Type your desired Password in the area indicated. (it must be a minimum of 8 characters)

- c. Retype your password.
- d. Click on the **Create Account** button when you are done.

[Note: It is important that you keep your access information **private** and do not share it with anyone].

Campus Portal account creation successful!

Welcome 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.

User Name

Password

Verify Password

- 5. You are now ready to log into the system!
Click on the link indicated to access the Parent Portal login page.

Campus Portal account creation

Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page.

- 6. In the boxes indicated, type in the Username and Password you created in step 4.
Click on the **Log In** button when you are done.

First time using Campus Portal?

If you have been assigned a Campus Portal Activation Key, [click here](#)

If you do not have an Activation Key, [click here](#)

Already have a Campus Portal account?

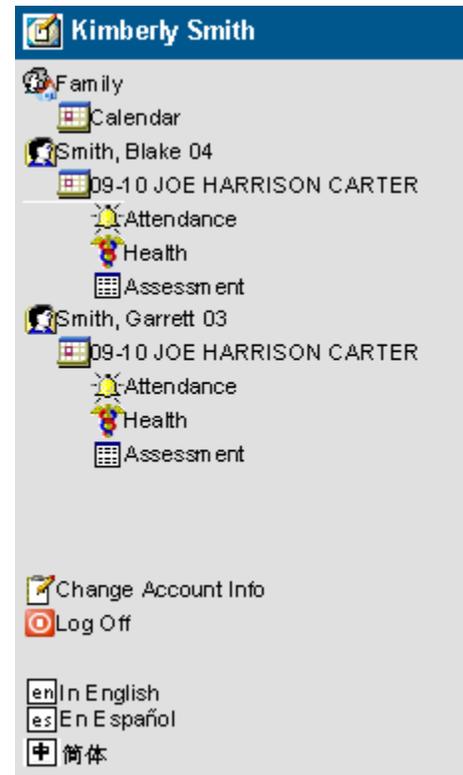
User Name

Password

[Problems logging in?](#)

7. You are now in the Parent Portal!

- By clicking on the **Attendance** link you will be able to view your child(ren)'s daily attendance. [Please remember to call the school that your child attends to report any errors.]
- By clicking on the **Assessment** link you will be able to view a record of your child(ren)'s State assessments such as ACT.
- By clicking on the **Health** link you will be able to view your child(ren)'s immunizations.
- To add/change your email address, click on **Change Contact Info**. In order for your child's teachers to see your email address, you need to check the box at the bottom that says "Teacher". It's suggested that you check all of these boxes.
- By clicking the 09-10 calendar under each child you will be able to view **assignments and grades**. Click on the A+ and this will bring up the assignment, the total points that could be made and the child's grade.



8. In the interest of security, make sure to click the **Log Off** link when you are finished.