Greetings!

Infinite Campus is our school-wide student information system designed to manage attendance, grades, schedules, assessments and other information about our students. Parents/guardians have access to Campus Portal which is a confidential and secure website that allows parents/guardians to log in and view their child's progress in school. There is also an app available for both iOS and Android devices.

Instructions for logging into your parent portal account are listed below.

Please note that this parent account is intended to be used by parents/guardians and will allow you to access information on all students in your household.

For the opportunity to access Campus Portal, every parent/guardian is asked to act in a responsible, ethical and legal manner. By accessing Campus Portal, parents agree to adhere to the following guidelines:

- Not share his/her password with others.
- Not attempt to alter, harm, or destroy data.
- Not use Campus Portal for any illegal activity, including violation of Data Privacy laws.
- Not access data or any account owned by another parent.
- Will notify the school immediately if s/he identifies a security problem with Campus Portal.
- Understands that s/he can be denied access if s/he is identified as a security risk to Campus Portal.

How to Create Your Parent Portal Account

- 1. Click this link to access your <u>Parent Portal Creation Page</u>.
- 2. Enter your personalized 32-digit Activation Key and click on the submit button. a. Your activation key is: individual.personGUID
- 3. You are now ready to create your Campus Portal account.
 - a. Enter a Username Usernames may not include numbers and are case sensitive.
 - b. Enter a Password Passwords must include alpha and numerical characters, and be at least 8 characters in length. Passwords are case sensitive.
 - c. Enter the password again and then click on Create Account .
 - d. Please record username and password in a secure and private location.
- 4. After selecting Create Account, you will see that your Campus Portal account was created successfully. Select "Click here" and you will be brought back to the Campus Portal Login page.
- 5. The next time you log in to Campus Portal, the system will prompt you to set up an account security email. Setting up your account security email will allow you to recover your username or reset your password in the future if you ever forget them. You will need to enter and save your email address before continuing into the system. You will only need to complete this step the first time you log in.

If you need help or have additional questions regarding Infinite Campus or Campus Portal, please contact the school at 320.281.4430.

Thank you,

Athlos Academy of St. Cloud