Infinite Campus – How to create and use the Campus Parent Portal

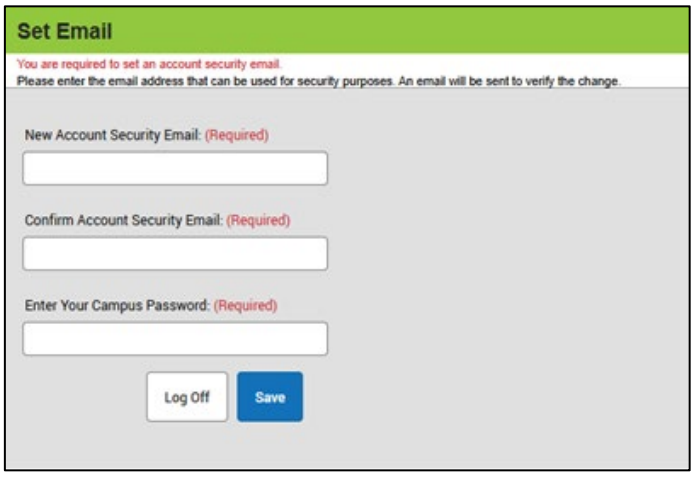
Each school year, we ask parents to submit an annual student registration form and sign forms for the upcoming school year. This year, with our transition to Infinite Campus, online registration looks a little different. Please review the information below to access online registration.

1. Create your Campus Parent Portal Account

During the week of August 3rd, you should have received an email from Richland #44 School District via the Infinite Campus system inviting you to create a new Campus Parent Account. This communication was sent to the email account we have on file. **You may need to check your spam/junk folder to find this invitation message**. When you click the link in the email, you will be asked to provide a username and password for your account. Please enter your email address (using the one you received the communication in) as your username. When you are successful in creating your account, you will receive a message noting the success.

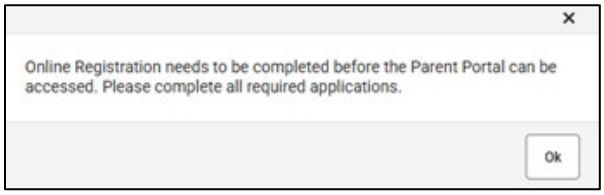
2. Log in to Campus Parent





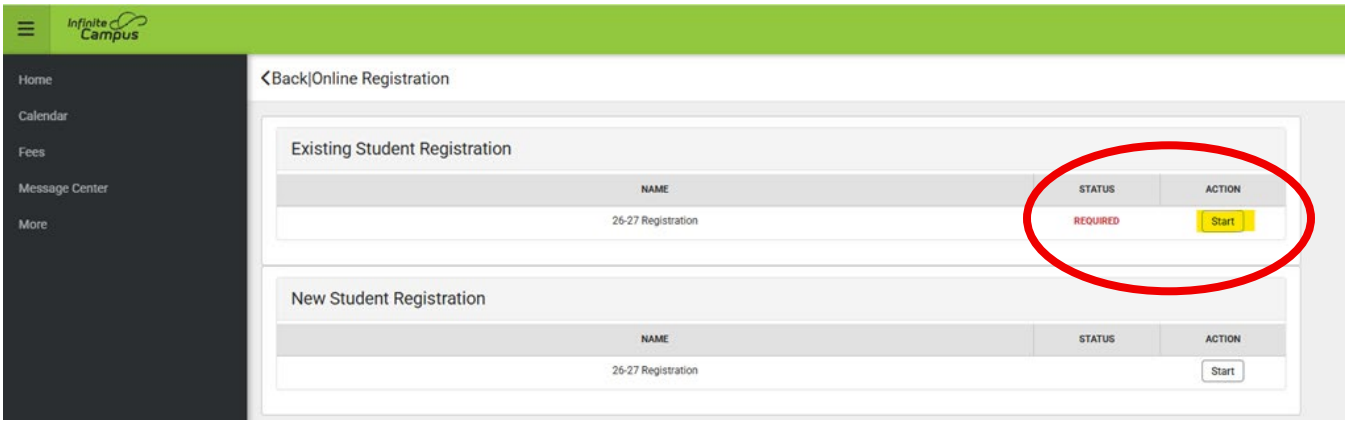
The first time you successfully log into your Campus Parent account, Infinite Campus will present you with a "Security Email" screen. The purpose is to ensure Infinite Campus has a valid email address on file. **In the first two fields, enter the email address you used to create the account**, and then the Campus Parent password you just created with your new account, and click Save. Infinite Campus will send you an email. Go to your email inbox, open the email, and click the link to confirm that you have received the message. *Please note that this message may have gone to your spam/junk folder*.

*During Back-to-School registration windows, Campus Parent will prompt you to begin the Online Registration process for your child(ren) for the upcoming school year.

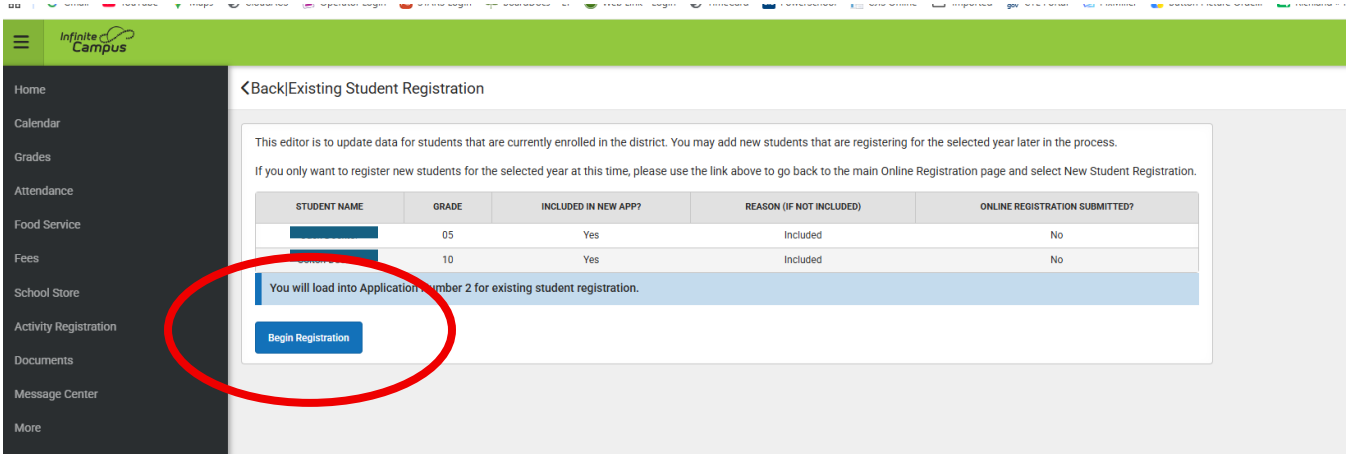


3. Start Registration

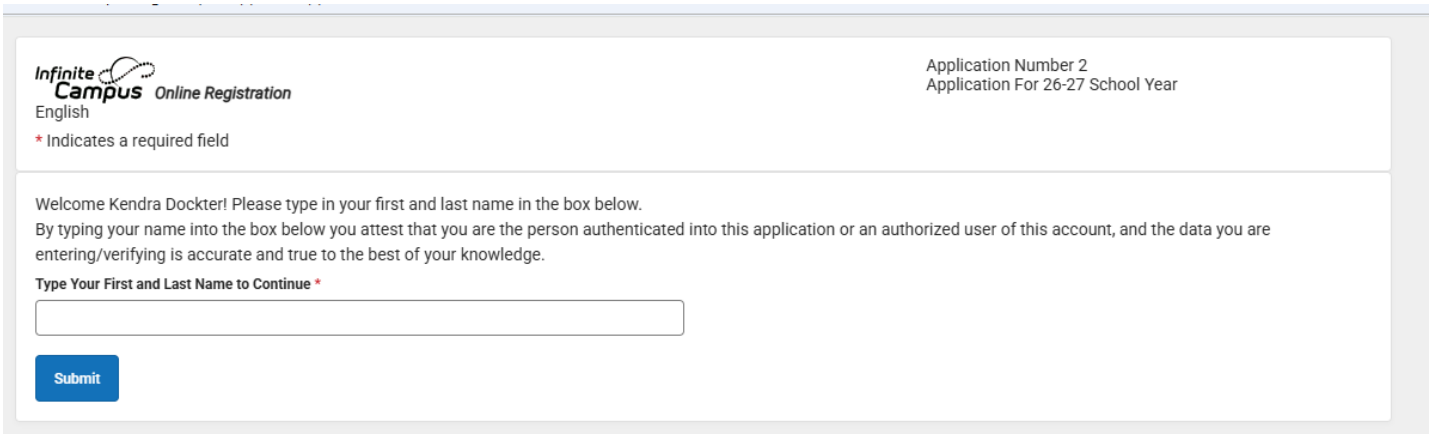
You will then see a screen giving you the option to review Existing Student Registration forms, or enter New Student Registration. Because you are the parent/guardian of an existing Richland #44 student, **click the Start button in the Existing Student Registration section.**



Existing students that have you marked as a guardian will appear. Click the blue BEGIN REGISTRATION button.



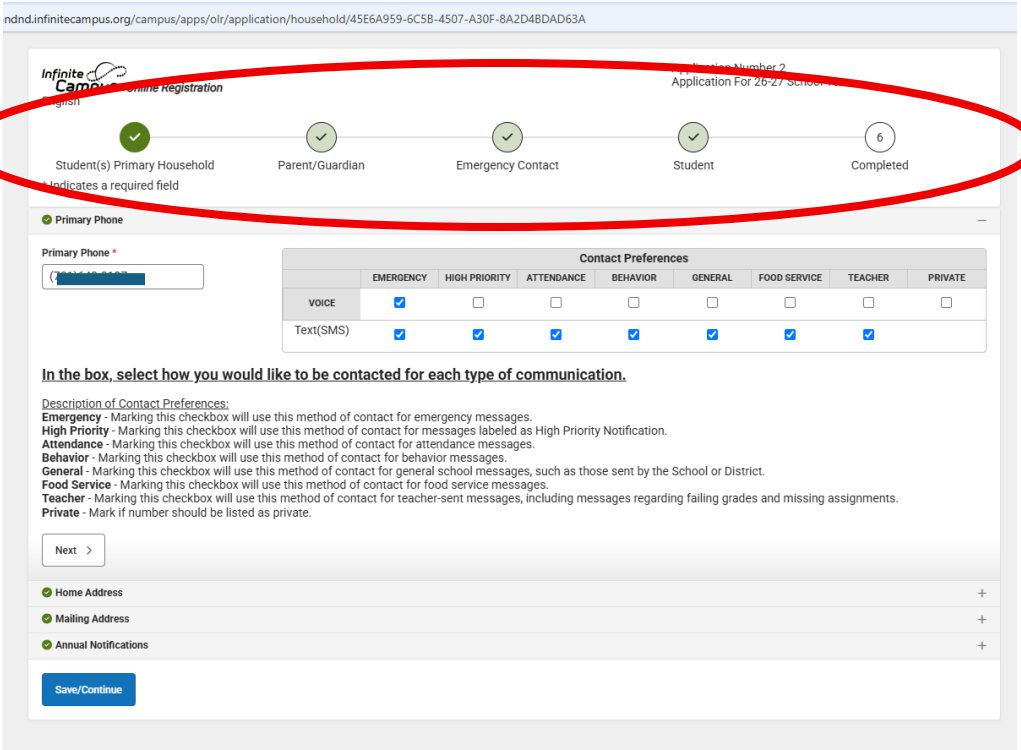
The first screen will ask you to type in your first and last name, then click Submit to start the review. The first and last name you type on this screen will be the name used when signature boxes are clicked throughout the forms.



The next screen will give you a brief overview of the information you should have on hand while reviewing the forms. When you are ready, click **Begin**.

4. Start Registration

The forms processing screen will appear. At the top of this window, you will see a list of information types that will be reviewed. As you move through the forms, this top section will show your progress. Infinite Campus forms run through general household information first, then parent/guardian info, and emergency contacts info before displaying student info for review. This is done because common information shared across students in the same household can be reviewed once, and then specific forms for each student can be reviewed separately at the end.



The middle of this screen will display information to review and update as needed. As you complete the review of each section of information, click the gray NEXT button to move along in the forms. Each time you click NEXT, the window will proceed to showing the next set of data to review. When you no longer have a NEXT button to click, you have completed that section and can click the blue Save/Continue button.

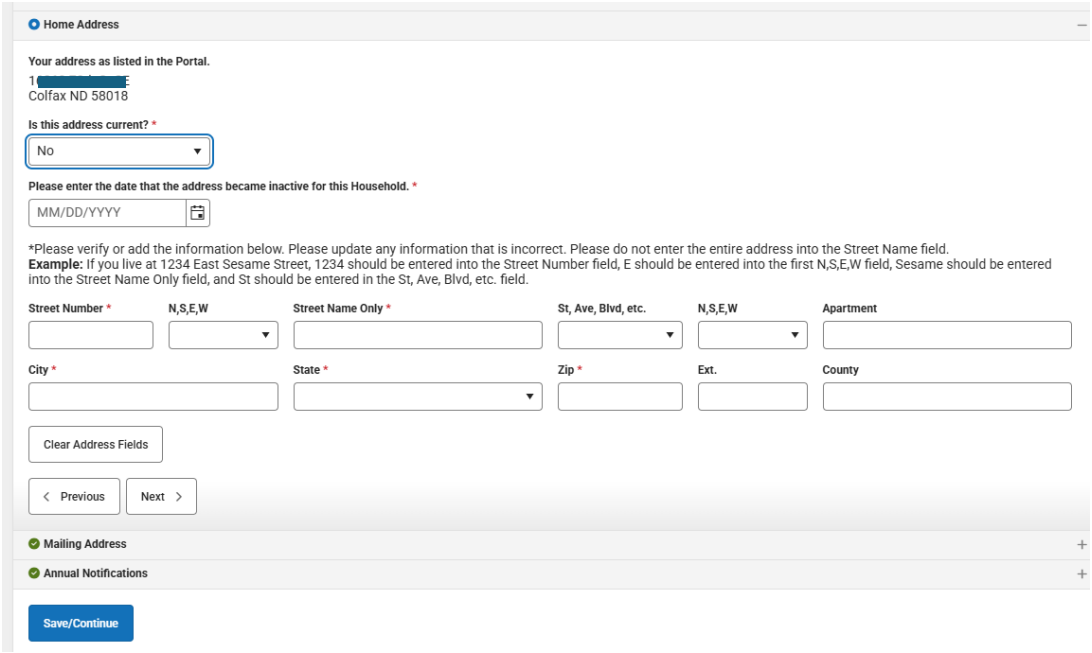
Household Information

As much as possible, Infinite Campus will try to make sure parent/guardian contacts for children in the same household share contacts. Because of this, registration will always start with questions about the household itself. You are asked to review the primary phone number and set contact preferences for this number. *Please note that if one of the parent contacts has the same phone number, you can leave this screen with the default checkboxes and click NEXT, and make specific selections as you review that parent/guardian's contact information later in the process.*

The next screen will review the home address for your household. **If the address listed is correct, choose *Yes.** If the address is not current, choose No and follow the prompts to enter the new address.

Infinite Campus is very picky about address formats. *If the address you see is correct, but you do not like the format and want to change something like "AVE" to "Avenue", or "S" to "South", please refrain from doing so.*

*If you chose yes to the question asking if your household address is correct, you can skip the next page of instructions and continue with Parent/Guardian Information.



If you choose No to the "Is the address current" question, you will be asked questions about your new address.

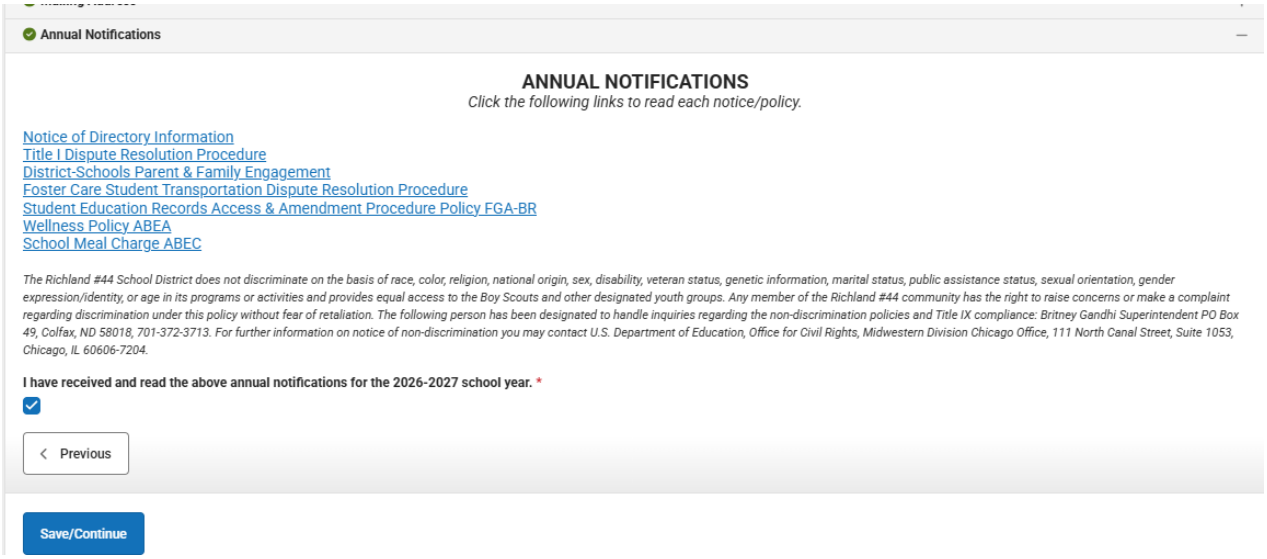
First, it will ask the date the old address was no longer correct. Use the Calendar button to select the relevant date. In this example, it was the last day of the previous school year.

Next, it will ask you to enter the new address. **Infinite Campus will have you separate the parts of your address and enter them into different fields.**

For example, if your new address was 123 1st St S, Apt 120, Colfax, ND 58018, it would break down like this:
Street Number: **123**
Street Name Only: **1st**
St, Ave, Blvd, etc: **ST**
N,S,E,W: **S**
Apartment: **120**

Next, you will also be asked to confirm that you receive mail at the primary address. If you select no, you will be asked to confirm a separate mailing address as well.

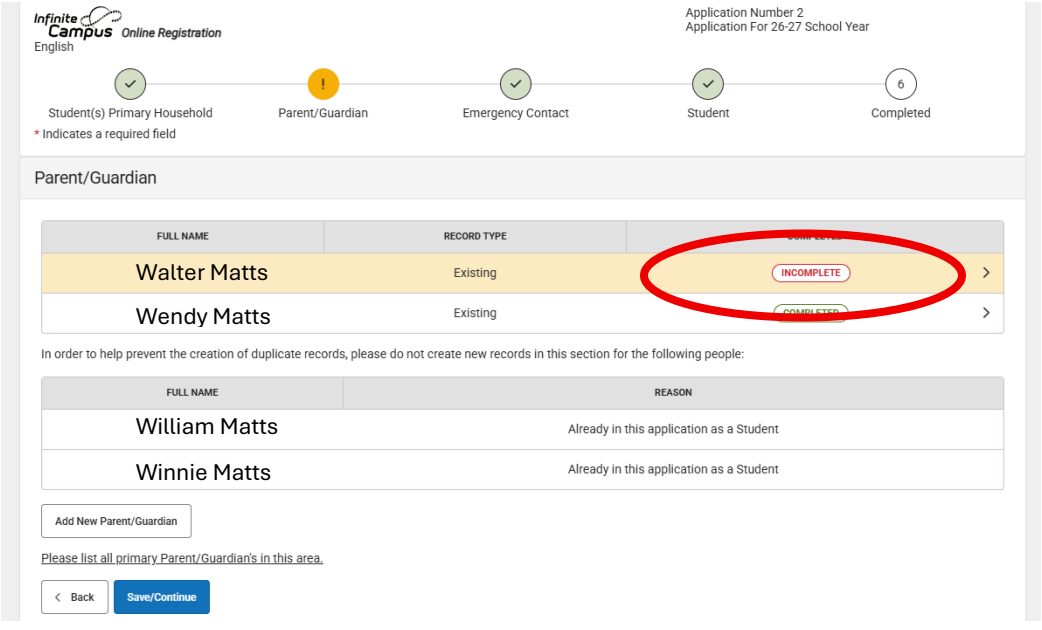
Before completing the Household section, you will be provided with annual notifications. Please read through as you feel necessary with each link provided. You will be asked to verify that you have received and read annual notifications for the 2026-2027 school year.

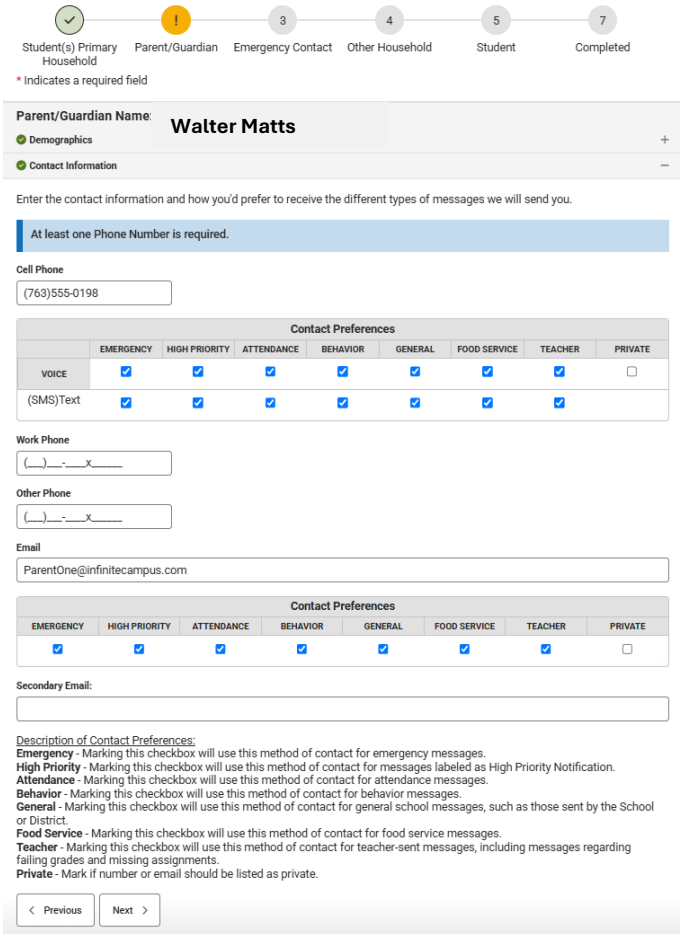


Parent/Guardian Information
In the Parent/Guardian section, each parent/guardian listed in the student(s) records will be displayed with an INCOMPLETE status listed. Click each name to review that individual's information.

In this example, we will click Walter Matts first.

Scroll down to review the information, and make changes if needed. Click **NEXT** to move to contact information preferences.





The contact information for this parent/guardian will be displayed, and for each type of information (phone and email), a list of preferences will be shown. Check the boxes for the types of information you want shared with each type of contact. Contact Preferences message types are described at the bottom of this screen.

For cell phone entries, there are two sets of checkboxes per category. <u>One for a voice message and one for text messages</u>.

For email entries, there is just one checkbox per category.

Click **NEXT** to continue.

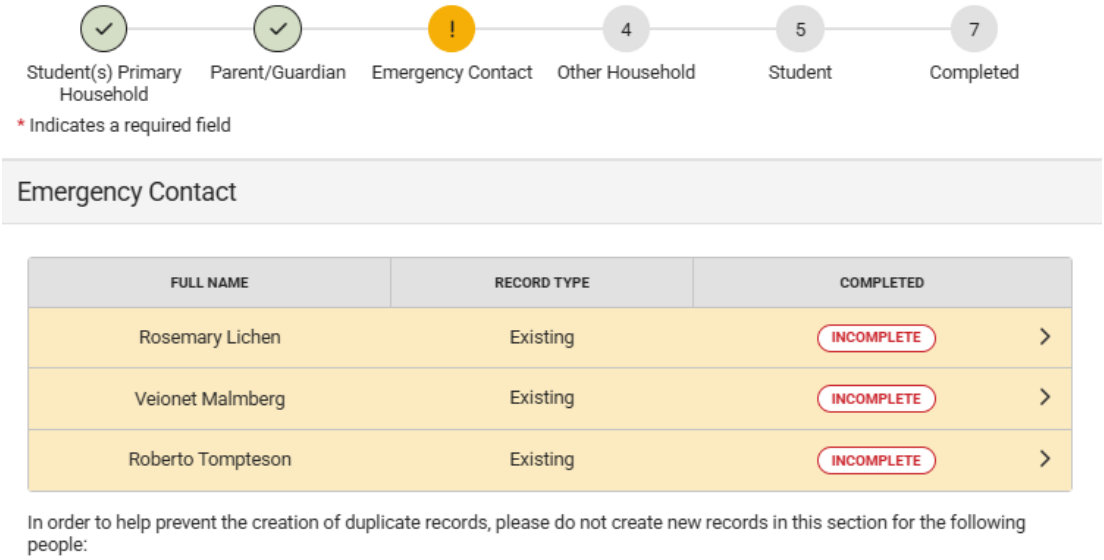
You will also be asked about the migrant and impact aid status of this person. Complete the information as requested, clicking Next to move from screen to screen.

After reviewing this information, you will click SAVE/CONTINUE to complete the review of this contact.

Back on the parent/guardian screen, this contact will now appear as Complete. **Click the second parent/guardian contact (if there is one) and review, update, and save this contact's information as well.**

Emergency Contact Information

Like the previous section, names of contacts will be listed on the screen with an Incomplete status until they are reviewed and saved.



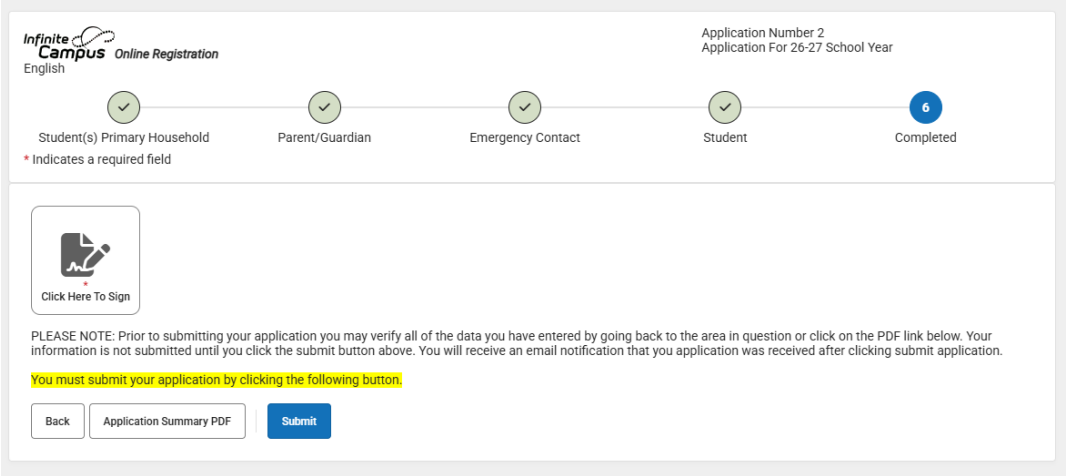
Click each name to review the person's information. For Emergency Contacts, you will be asked to confirm if the person should remain as a contact, and then confirm a phone number for this contact. You can also include an email address, but it is not required for an emergency contact. You will be asked if this emergency contact lives at the same address as the household address. If not, you will be asked to enter an address for this person. The Infinite Campus system is built around individual person records that can be assigned multiple roles, so Infinite Campus will compare the address entered with existing records to see if it can match an existing person record. **Review the information and click NEXT.**

Student Information

All currently enrolled Richland #44 students in your family will be listed on the main Student information screen, each with an Incomplete status. **Click each name to enter into the registration process for each student**. On each page of information, review and update as necessary and click Next to continue through the forms. In some cases, like the Immunization form, you may be asked to upload documents. When you have completed all the forms for one child and have clicked Save/Continue and see the child listed as Complete, you can move on to the next child and continue on until all names have Complete listed next to their names. Then you can click Save/Continue.

Completed

After all student forms have been reviewed and saved, you will reach the Completed section. Here, you can click a link to open an Application Summary PDF document with your responses. To complete the process and submit all forms, **click the Submit button.**

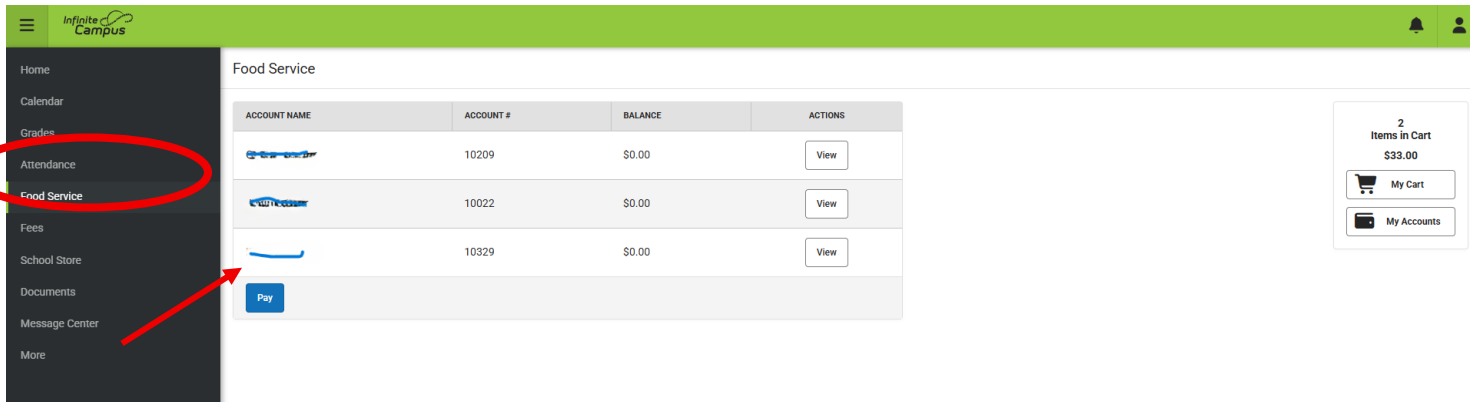


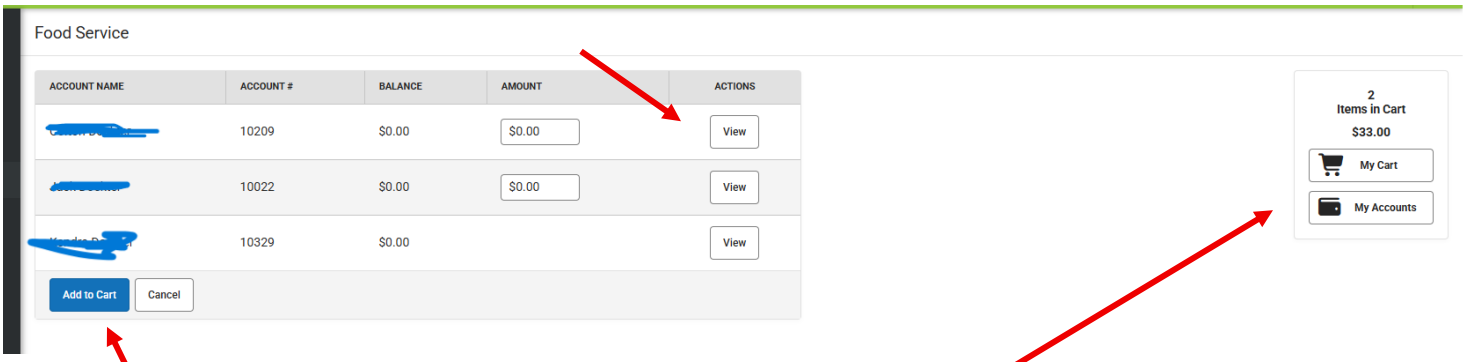
5. **SCHOOL STORE:** This will eventually replace eFunds all together. FOR NOW, it will be used to purchase activity passes and pay for fitness memberships.
    a. **Select the applicable SCHOOL from the School Store Screen.**
    b. From here you will see items that are applicable specifically to students within that SCHOOL.
    c. Select the CATEGORY of item you are looking for,
    d. Select the PRODUCT you would like to pay for.

    As many items as you would like can be added from a combination of selections from both schools.

6. **FEES:** You likely wont have anything in this section yet. This will be used when FEES are directly assessed to a student.
    a. Things like lost library books, technology fees, and Preschool Tuition will be in this section. More information will be available in the near future

7. **ADD FUNDS TO HOT LUNCH ACCOUNT:**
    a. To see a snapshot of the account balance and transaction listing, click VIEW
    b. TO ADD HOT LUNCH payments before checking out, click FOOD SERVICE from the left menu. Then click PAY.





c. The balance column will change to boxes where you can enter $.
d. Click ADD TO CART.

8. **Check Out**
   - **a.** When ready to check out, click MY CART
   - **b.** You will need to set up a payment method
     - **i.** PLEASE NOTE: Similar to eFunds, there is a fee added when using a debit or credit card.
     - **ii.** If you pay by eCheck or bank account, no fees are assessed.

9. **Manage Account (Click My Accounts)**
   - **a.** Manage Payment Methods
   - **b.** See payment history
   - **c.** Set up recurring lunch payments
   - **d.** Pay for optional fees

10. **Free & Reduced Lunch APPLICATION**
    - **a.** Click MORE from the left menu
    - **b.** Then click MEAL BENEFITS
    - **c.** Click the blue Meal Benefits Application button to complete and submit
      - **i.** If you prefer a paper copy, that can be found on our website HERE.

Thank you for your patience as we work through this transition into Infinite Campus.
The Infinite Campus system has many additional features that were not in the PowerSchool portal. As we become more familiar with the system and implement features we will communicate to families on how to navigate each item.

Questions?

Email Kendra.L.Dockter@k12.nd.us or call the district office at 701-372-3713