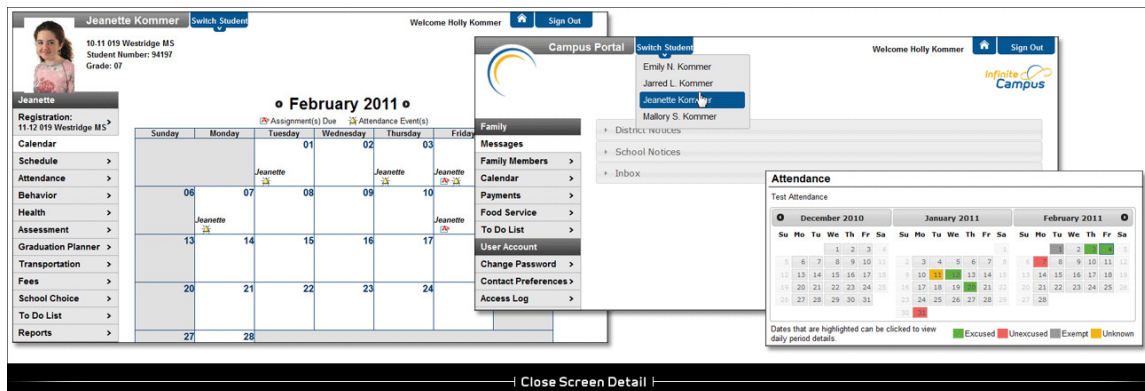


## INFINITE CAMPUS PARENT PORTAL

Infinite Campus came out with an upgrade portal design in April of 2011, which gives you more information in a clear and manageable platform.



After logging into your portal account, click onto the tab at the top:  
Switch Students

In doing so, you will see a dropdown of all students for whom you are guardian. By selecting their name, you will get a new screen showing the index of information available to you. What, exactly, is available is based on the grade level of your student.

- The Schedule will give you a grid of your student's classes
- Attendance offers calendars with specific attendance information
- Reports contains a list of printable reports for grades, missing assignments and/or schedules
- Assessments includes WKCE and AIMS testing results
- Fees tab will show any monetary amount due
- The Calendar will notate any significant date for which your student has an assignment due or test scheduled.
- Messages lists all school notices for each of your children's schools
- Under User Account you will be able to change your password, check the access log, and to change the way we contact you – including a section for checking/changing your email address.

***If you wish to view specific assignments, the dates they are due, or points earned on an assignment, you can go to Schedule – then click onto the class name. Scroll down to the grids. The grids are set up in the order of oldest first – you may have to scroll down to locate the most current.***

### PARENTS/GUARDIANS WHO HAVE NOT YET CREATED A PARENT PORTAL:

If you have not yet created a parent portal account, feel free to call or email your child's school and request information. We will email you instructions, and, a 32-character code to use to activate your account. You will then select a personal username and password.

Your parent portal may be accessed through our web site at <http://cfsd.chipfalls.k12.wi.us> and choosing Parent/Guardian. Clicking onto Infinite Campus Portal will open the log in screen for you. If you have further questions feel free to call the school district's helpdesk at 715-726-2413.