

Portal Setup (Admin)

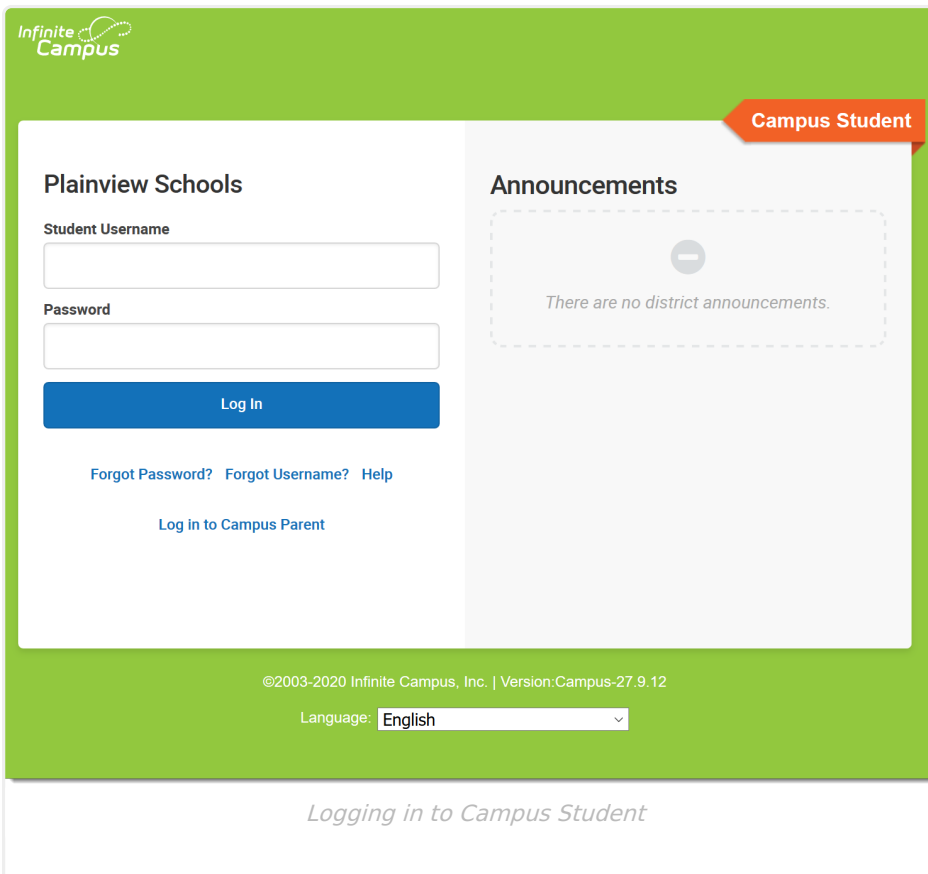
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Each district that uses Campus is provided with [Campus Student](#) and [Campus Parent](#) Portals. Schools should allow the use of these portal only after data in Campus is accurate. Campus settings should have been verified, addresses should be correct, grades entered, etc.

Accessing the Portal

The Portal can be accessed by parents of enrolled students. Parents will see all children in their household, or students that are related through the Guardian checkbox of the [Relationships](#) tool. Students can also be given access to the Portal, but they will only be able to access their own information.



Logging in to Campus Student

Infinite Campus recommends that districts require all Portal users to sign an "Acceptable Use"

policy before allowing Portal access. A district may also wish to require that Portal users sign a Web Access Agreement. See the [Suggestions for Portal Policies Section](#) at the end of this article for further guidance.

The Portal web address is *https://<campus district access>/databasename/portal/<district name>.jsp*. Thus, a district with a web application name of ICCampus and a district name of ICCSS would have a portal address of: <>.

Assigning Usernames and Passwords Manually

1. Enter the **Last Name** of the user for whom a username and password will be created on the Quick Search tab (See *Image 3*). For greater specificity, **Last Name, First Name** can also be searched. To enter more search criteria, which would narrow search results, click the **Advanced Search** link to enter additional information.
2. Select the desired user from the Search Results by clicking on the person's name. The Create New User screen will appear (See *Image 4*).
3. Enter a **Username** and **Password** for the selected person. New users can be advised to change this account information after logging in the first time. The various checkbox options below the Create User area can be ignored for Portal users.
4. To verify the username that was entered, click the **Check User** button. This will review the existing usernames in the database and ensure that no two users have the same username.
5. If a password should be automatically generated for the user, click the **Generate Password** button. This will insert alphanumeric characters into the **Password** field.
6. Select the **Homepage** option from the dropdown list. Since this will be a portal user, select the **Campus Portal** option.
7. Click the **Create user** button. The system will perform verification and when finished, will display the **User Account** tab. (See *Image 5*)
8. Verify that the **Username, Password** and **Homepage** fields contain correct values.
9. If an easily discerned password was assigned, the **Force Password Change** checkbox may be marked to require the user to change the password upon first login.
10. If desired, enter an **Expires Date** in *mmddyyyy* format or select the calendar icon to choose a date. The user account will be automatically disabled as of the date entered in this field.
11. Click **Save** when finished. The new user can now be given the appropriate account information and can begin accessing the Portal.

Index Search Help <

User

Student,

Advanced Search

Search Results: 17 users

Now viewing page 1 of 2

< 1 2 >

Student, Andrew T #678912345 [03/24/11] 118332188

Student, Bill
kaiserbill
kaiserkids

Student, Bree W #123456789 [08/10/19] 033273384

Student, Brenda
Yuthstuf

Student, Brooke J #234567891 [08/04/11] 034021382

Student, Colin
Colin

Student, Devin L #345678912 [07/05/19] 020506161

Searching for a User

Create a new User

This tool will create a new user account for a person.

Test, Student 08/08/2000 student #123456789

Username

Password

Homepage Campus Application

User Group 1 User Group 2 User Group 3 User Group 4

Create a New User

User: StudentAnd

Person: Student, Andrew Thomas

User Account User Groups Tool Rights Calendar

User Account Editor

*Username	Password
StudentAnd	Reset Password
Expires Date	Homepage
<input type="text"/>	Campus Portal
<input type="checkbox"/> Force Password Change	<input type="checkbox"/> All Calendars
<input type="checkbox"/> Disabled	

User Account Tab

User Creation of Portal Accounts

PATH: *Census > People > Demographics*

It is possible to turn the creation of account information over to the potential user. However, district personnel are then required to gather information from Campus and distribute that

information to parents/guardians.

Portal users creating their own accounts must be given an **Activation Key**. This key is the person's **GUID** (Global Unique Identifier) available within the database/interface. The GUID can be found on the user's **Demographics** tab and can also be found on his/her **Summary** tab. The GUID is an alphanumeric identification number assigned to each person within Campus.

Demographics | Identities | Households | Relationships | Enrollments | Distr

Save | Delete | Person Summary Report | Demographics Data

Person Information
 PersonID: 16671
 *Last Name: Student | *First Name: Andrew | Middle Name: Thomas | Suffix:
 *Gender: Male | *Birth Date (Age: 17): 03/24/1997 | Soc Sec Number:
 Race/Ethnicity (Edit): No Image Available
 State Race/Ethnicity: WH:White, not Hispanic
 Federal Designation: 6:White
 Race(s): White
 Hispanic/Latino: N:No
 Race/Ethnicity Determination: 01:Parent Identified
 Birth Country:
 Date Entered US: | Date Entered US School:
 Date Entered State School: | Birth Verification:
 Home Primary Language: Select a Value
 Nickname:
 Comments: Upload Picture
 - Modified by: Hallman, Stephen 12/17/2013 15:59

Person Identifiers
 Local Student Number: 678912345
 Student State ID: 678912345
 Local Staff Number:
 Staff State ID:
 Person GUID: D7779680-7F32-4703-AF22-0DF96E63DB33

Census > People > Demographics > Person GUID

To facilitate the distribution of GUIDs, a report can be created in the **Ad hoc Filter Designer** to pull users' first and last names and their GUIDs. This information can be distributed to users after they have returned the district's Acceptable Use policy.

Creating an Ad hoc Filter Report for Contact (guardian) GUIDs

PATH: Ad hoc Reporting > Filter Designer

1. Select the **Filter Type** of **Query Wizard** and the **Data Type** of **Student**.
2. Click the **Create** button.
3. Enter a name for this report in the **Query Name** field.
4. Select the following fields (more options can be chosen, but only these are necessary):
 - Student.firstName (Student > Demographics > firstName)
 - Student.lastName (Student > Demographics > lastName)
 - Student.grade (optional) (Student > Learner > Active Enrollment > Core Elements > Grade)
 - Student.stateID (optional) (Student > Demographics > Identity History > State ID History > stateID)
 - Contacts.lastName (Student > Census > Household Contact Summary > lastName)
 - Contacts.firstName (Student > Census > Household Contact Summary > firstName)
 - Contacts.contactGUID (Student > Census > Household Contact Summary > contactGUID)
 - Contacts.guardian (Student > Census > Household Contact Summary > guardian)
 - contact.addressLine1 (Sort set to 1) (Student > Census > Household Contact Summary > addressLine1)
 - contact.addressLine2 (Sort set to 2) (Student > Census > Household Contact Summary > addressLine2)
 - contact.mailing (Student > Census > Household Contact Summary > Mailing)
5. Click the **Next** button. A Filter the Data filter screen displays. Set the following parameters:
 1. Contacts.guardian = Operator is '= TRUE
 2. Contact.mailing = Operator is = 1
6. Click the **Next** button. A Format output screen displays. Set the following parameters:
 1. contact.addressLine1
 1. Sort is 1
 2. Direction is Ascend
 2. contact.addressLine2
 1. Sort is 2
 2. Direction is Ascend
7. Click the **Next** button.
8. Click the **Save & Test** button. This will generate an HTML view of the filter.
9. If the information shown is correct, click the **Save** icon. This will save the report for later selection.

As this query is written, data will be returned for every person in the district. Users may want to filter down to the parent/guardian level to only list parents.

Generating an Ad hoc Filter Report for GUIDs

PATH: *Ad hoc Reporting > Data Export*

1. Select the **Filter** designed in the previous step from the **Saved Filters** list.
2. Select the **Pick an Export Format** option.
3. Click **Export**. This report can now be used to distribute GUIDs to potential portal users.

Using the GUID/Activation Key to Create Usernames and Passwords

The Activation Key is only needed the first time the user accesses the Portal. Upon logging in, the user will be required to establish a username and password for subsequent logins.

First Time Account Creation

1. On the Login page, click **New User?**
2. Enter an **Activation Key** and click **Submit** to activate the account. The Activation Key will be verified, and when approved, a screen will prompt the user to create a username and password.

Username and Password Creation

1. Enter a **Username**. Use an alphanumeric (both letters and numbers) username.
2. Enter a **Password**. Use an alphanumeric password. Passwords should be at least 6 characters and considered a strong password.

Complex, tricky passwords are not always strong passwords and can be difficult to remember. For example, TheBr0wnC@t is a stronger password than !@#%&() because TheBr0wnC@t uses a combination of character types and is long, whereas !@#%&() uses only symbols and is short. A computer program can crack !@#%&^&() easier than it can crack TheBr0wnC@t.

When creating a password, consider the following:

- **Content** - Use a short two or three word sentence as your password.
- **Length** - Make your passwords long (8-10 characters is usually sufficient).
- **Combination** - Include letters, punctuation, symbols and numbers.
- **Uniqueness** - Do not use your username or words found in the dictionary.

3. Re-enter the password in the **Verify Password** field.
4. Click the **Create Account** button.

This action will create the username and password. The username and password will be verified, and upon approval, the portal account will be created. Use *Click Here* link on the account creation page to enter the username and password to access the Portal information. The new account is given a home page of Campus Parent, unless the user has a current or future enrollment, in which case the home page is Campus Student.

Importing User Accounts and Sending Portal Account Messages/Letters

For detailed information on importing user accounts and sending user account messages and letters, see the [Batch and Import Wizards](#) article.

Portal Considerations

Before completing the necessary steps to give parents access to records contained in Infinite Campus, there are some key discussions that need to occur with faculty and staff to outline the internal school policies and procedures.

Attendance

Parents can see absences and tardies the moment the teacher or attendance clerk saves an attendance entry. Therefore, an attendance timeframe should be set, such as the first ten minutes of class. Teachers should feel comfortable taking attendance in that time. This attendance timeframe and other related attendance policies should be communicated to parents in the initial Portal letter or by some other means.

Because parents can see attendance information immediately, teachers and attendance staff should develop a level of proficiency in taking and managing attendance information before allowing attendance to appear in the Portal.

Grading

As with attendance information, parents can see available Grade Book information, such as scores and comments, as soon as they are saved. Parents can see assignments as they are created, including blank scores for assignments that have not yet been graded. This can cause concern about missing work and pressure on the teachers to enter scores quickly. School should establish a grading deadline (turnaround time) for assignments to be graded and entered in Campus. Some schools give a two week deadline to teachers to grade and record scores. This policy should also be communicated to parents.

Teachers have the option to hide assignments and scores from the Portal, but hidden assignments are still included as part of grade calculations. Teachers should be reminded of the impact of hiding assignments and how to use this option properly, such as hiding assignments that have been created in Campus but not yet assigned or collected.

Report

Parents can pull unofficial transcripts from Campus. Some instruction should be provided to them so they can correctly interpret these documents.

A school will need to take certain data security and integrity measures to differentiate an official transcript from an unofficial one.

User Support

Schools will need to decide what qualifications need to be met for individuals to receive registration keys and access to student information, such as guardian status and identity. Another issue is the availability of staff members to provide registration keys and direction. Many schools implementing the Portal choose to operate tables of booths at school events as a medium for distributing information to parents. Events such as back to school nights, open houses and parent/teacher conferences present convenient opportunities to interact with many parents.

Schools also need to establish policies and procedures for handling user support and data-related questions. Staff may need to address forgotten passwords and locked accounts and serve as a liaison between parents and the system administrator.

The [Campus Student Portal](#) and [Campus Parent Portal](#) articles provide additional information about the tools available.

Suggestions for Portal Policies

Districts may wish to specify the following in parent/student Portal policies:

- Qualifications for parental rights concerning who is allowed access to students' information, which usually includes guardians.
- That districts agree to provide free and accurate (to the best of their ability) information meeting the agreed-upon standards based on parents' compliance with security requirements.
- Information accuracy as a shared responsibility among schools, parents/guardians and students.
- That districts maintain the right to add, modify or delete information and *Portal functions at any time, as well as the right to deny parents access with suitable cause.
- Timeframes concerning when attendance and grade information will be made available.
- Qualifications that must be met by usernames and passwords, such as character length and password strength. It is often a good idea to specifically prohibit users from setting their computer to automatically sign in. Some districts choose to set a lower number of unsuccessful logins necessary to disable the user account. Districts usually require that parents have their own individual accounts rather than household accounts.
- System requirements as well as a way for users to receive technical support, including how to unlock accounts.
- That use of the Portal is subject to electronic monitoring by the district, as well as other specific rights the district maintains.