

Infinite Campus Parent Portal – Setup and Access Instructions

Pueblo City Schools provides the Parent Portal as a tool for immediate, up-to-date information about your child's (or children's) activities at school.

To create your Parent Portal account, please contact your child's school secretary, in person, with an ID to receive your Infinite Campus Parent Portal Activation Key. Both parents can and should have and create their own Parent Portal using their own Activation Key.

In the Parent Portal you will be able to view your child's:

- Schedule
- Grades
- Homework assignments
- Scores on completed homework assignments
- Attendance
- Transportation
- Graduation Planner
- Transcript

You can print your child's:

Schedule
Missing assignments
Report Card
Transcript

You can also review and request to update to your household, family information and demographics for each student or select a **School(s) of Choice** for your child.

There is also a mobile *Parent Portal APP* which you may download onto your smartphone, for *View only* access. Before you can use this APP, you need to create a Parent Portal account first. There is an activation code for the mobile APP once it is installed on your smartphone.

You can find this activation code on the Parent Portal page when you log on. If you need assistance, you may call the Helpdesk at 549-7122.



To access the Parent Portal:

Navigate to the District website www.puebocityschools.us

www.puebocityschools.us

Hover over the **Parent** tab and click on the **Infinite Campus Parent Portal** link



If you have an established account:

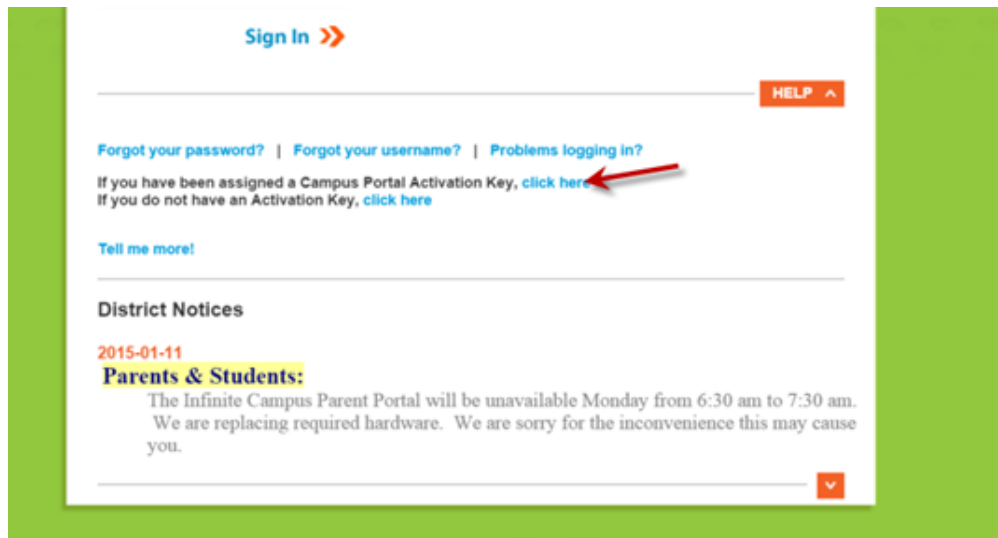
Enter your **Username** and **Password** in the fields provided and
Click on **Sign In**



If you have **NOT** created your Parent Portal Account:

Click the red **HELP** link

Read the line that says – “If you have been assigned a Campus Portal Activation Key, [click here](#)”, and click the blue “click here” link.



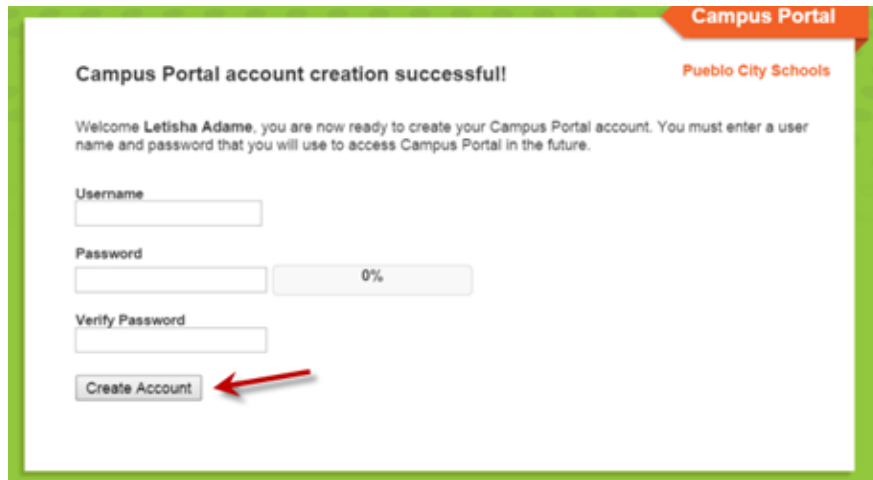
Enter your Infinite Campus **Activation Key** in the spaces provided (this is the key that you received from your child’s school secretary).



Click on **Submit**

You will create a **Username** and **Password** on the next screen.

Enter a username of your choosing and a password that is at least 8 characters in length with a capitalization and number.



Click **Create Account**

A message will come up to verify your account has been created.

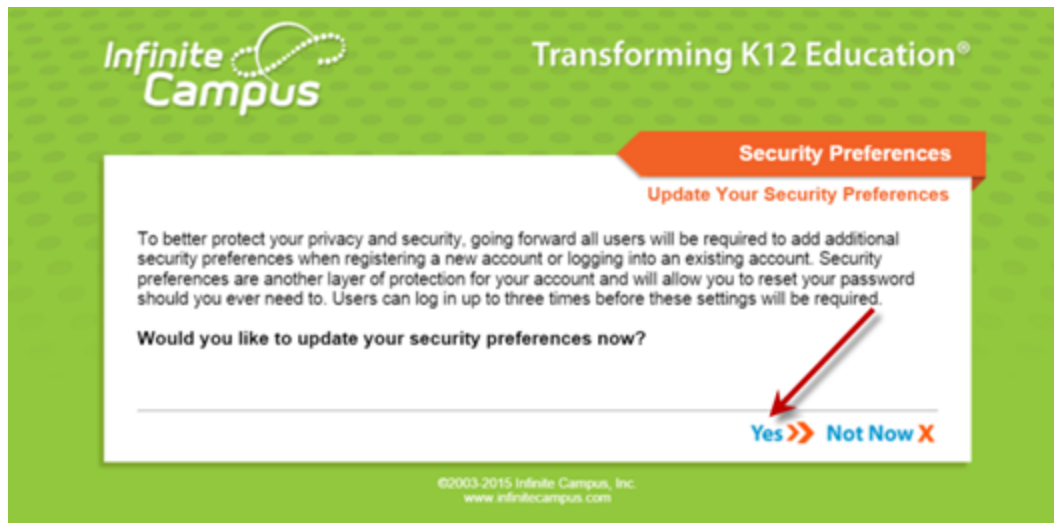


Click on the blue “Click here” link.

Enter your just created **Username** and **Password** on the Login Page.

After you click on the blue **Sign In** link, you will be given an option to set up your security preferences on your account. This is necessary if you want to retrieve your password in case you forget it.

To set up your **Security Preferences** to activate password recovery options, click **Yes**.



The screenshot shows the Infinite Campus interface with a green background. At the top left is the Infinite Campus logo, and at the top right is the text "Transforming K12 Education®". Below this is a white box with an orange header that says "Security Preferences" and "Update Your Security Preferences". The main text explains that users will be required to add security preferences for privacy and security, and that these preferences will allow users to reset their passwords. It asks, "Would you like to update your security preferences now?". At the bottom right of the white box, there are two buttons: "Yes >>" and "Not Now X". A red arrow points to the "Yes >>" button. At the bottom of the green background, there is a small copyright notice: "©2003-2015 Infinite Campus, Inc. www.infinitecampus.com".

The following message will appear:



The screenshot shows a white message box with a grey border. The text inside reads: "In order to properly recover your username or reset your password in the future, you must enter the following information." followed by "On the next page, you will be required to enter each of the following:" and a numbered list: "1. A valid email address. This email address will be used when recovering your username or resetting your password.", "2. Eight Like and eight Dislike images.", and "3. Your current Campus password." Below the list, it says: "It is important you select Like and Dislike images which have personal meaning to you. You will need to identify some of these images to prove your identity during the password reset process." At the bottom, it says: "You can update your Like and Dislike images, email address, and password any time after they are initially saved." At the very bottom, there is a button that says "click to close" which is circled in red.

To review:

1. You will need to enter a valid email address
2. You will be ask to choose 8 likes and 8 dislikes
3. You will need to enter you current password

Email ✓

Set User Preferences

Likes

Activities Animals Food Other Sports

You have selected 8 of 8 likes

Dislikes

Activities Animals Food Other Sports

AND

You have selected 8 of 8 dislikes

Your Likes

Your Dislikes

Click any image to deselect it

Save Changes

Enter your current password to save any changes to your user account settings.

Current Password ✓

Click **Save Changes**.

Congratulations! Your Parent Portal account is set up and ready to use.

Please log in to view:



Contact the District **Helpdesk at 719-549-7122**, if you need assistance or need your username or password (unless you set up your security preferences.)