Quick Start Guide to Infinite Campus Parent Portal

Overview of Parent Portal Access
As a parent or legal guardian of an actively enrolled East Lyme Public School Student, you can access valuable information concerning your student(s) through the Infinite Campus Portal. This online tool provides you with a secure electronic interface to access information regarding your student. Information provided on the Parent Portal includes:

- Student Attendance
- Student Schedules
- Assignments and Grades Earned (on a schedule to be determined by the teacher/principal)

*Grading assignments is a reflective and informative task that takes time. Please allow teachers two weeks to enter assignment grades into infinite Campus. Certain long-term projects and extended writing assignments may require additional time for grading. Assignments that have not been submitted or have not been graded will appear in “red” font.

To Use the Infinite Campus Portal, you will need access to a computer with an Internet connection. The portal is also available as an app for Android and iOS device (iPhone, iPad, iPod). You will need to log on to the portal through the internet prior to using the app.

Creating a Username and Password
You will be asked to create a username and password. Minimum recommendations for Passwords are six characters in length, containing at least one of each of the following:

- upper case letter
- lower case letter
- number, and
- symbol

Creating a Parent Portal Account
There are two ways you can be notified of an account:

1. E-mail from DoNotReply@eastlymeschools.org
2. Letter from the school your child attends.

E-mail activation: click on link in your email and enter your Activation Code.

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Figure 1-Enter your Activation Number from your Letter.
Figure 2 - Once you click on your link or enter your activation number from a letter you will continue from this step.

Successful log on will get this message

1. Select a Username - we suggest a combination of your first and last name
2. Select a password
3. Re-type the password you selected in step 2.
4. Click on “Create Account”
Figure 3-Message you receive if you are working from an E-mail message that includes an active link.

Figure 4-Step2 when activating from an E-mail.

1. Select a Username—we select a combination of your first and last name
2. Select a Password.
Figure 5-Portal view

East Lyme Parent Portal View of portal home page

Welcome to the 2016-2017 School Year!

Looking for your District ID?
Click the button to the right to get your District ID, or you can type it into your email address.

Get District ID

Figure 6-Setting Notifications

Click on “Notification Settings” to edit/change notifications that you want to receive.
Communication with Guardians and the East Lyme Public Schools

With the implementation of Infinite Campus, East Lyme Schools will be using a new notification system, ShoutPoint. As we move forward, you will be receiving e-mails using this system from DoNoReply@eastlymeschools.org. This system also has voicemail and text message capabilities. This application is utilized in conjunction with Infinite Campus Messenger that allows East Lyme Schools to communicate with staff, students, parents and legal guardians. It is very important that any changes to your contact information is kept correct.

Below are a few final setting to assure you receive up-to-date information from your students school, teachers and district.
Click on “Household Information” to update household address & phone number.

Click on “Update” to edit/change contact information &

Click on “Family Member” to update contact information (email, cell etc.)

Click on “Update” to edit/change contact information & relationships.
Click on “Contact Preferences” to update how you will receive messages (Emergency, attendance, general notification etc.).

Check that your email contact is correct.

Click the checkboxes to add or remove the ways you will receive messages. (Emergency, attendance, general notification etc.)