

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.

Infinite Campus
Transforming K12 Education®

Campus Portal
East Lyme

Activating your Campus Portal account

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school.

Activation Key

[] - [] - [] - [] - []

Submit

In English | En Español | 中文简体 | 中文繁體
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Figure 1-Enter your Activation Number from your Letter.

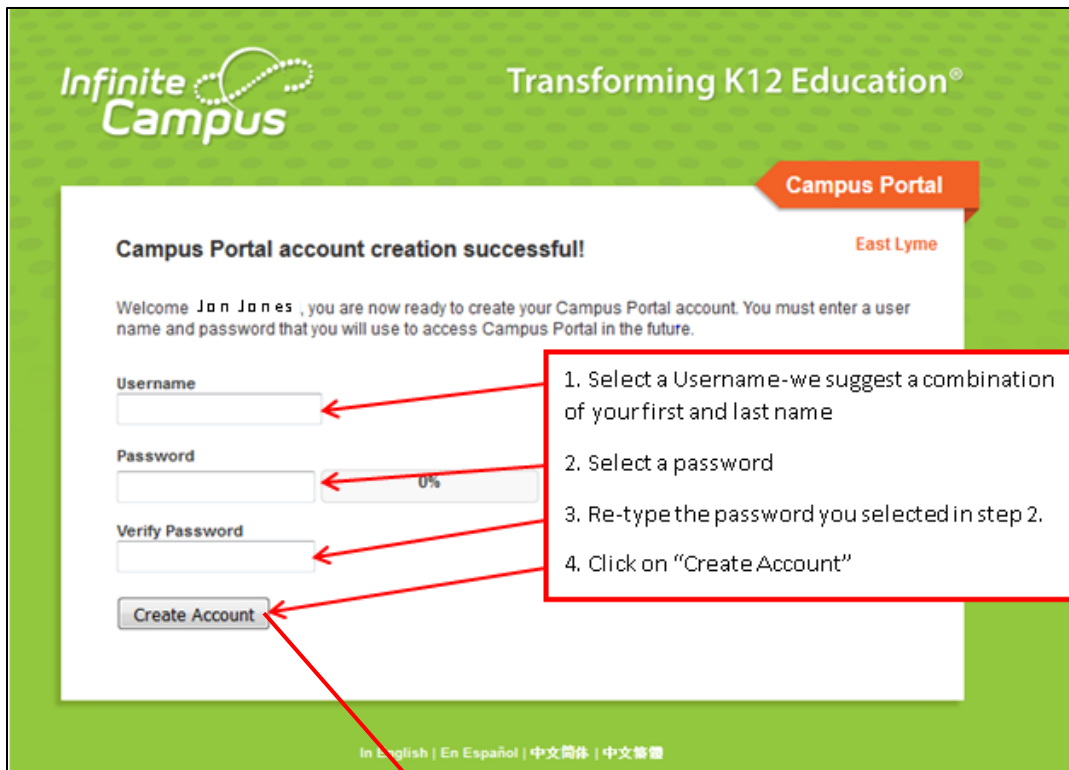
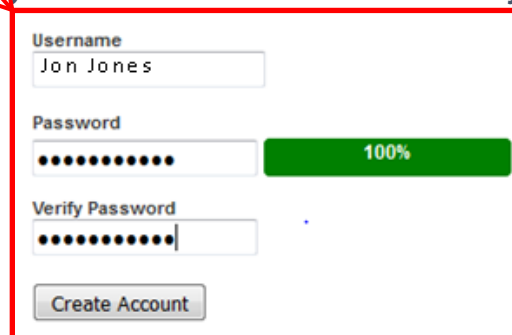


Figure 2-Once you click on your link or enter your activation number from a letter you will continue from this step.

Successful log on will get this message



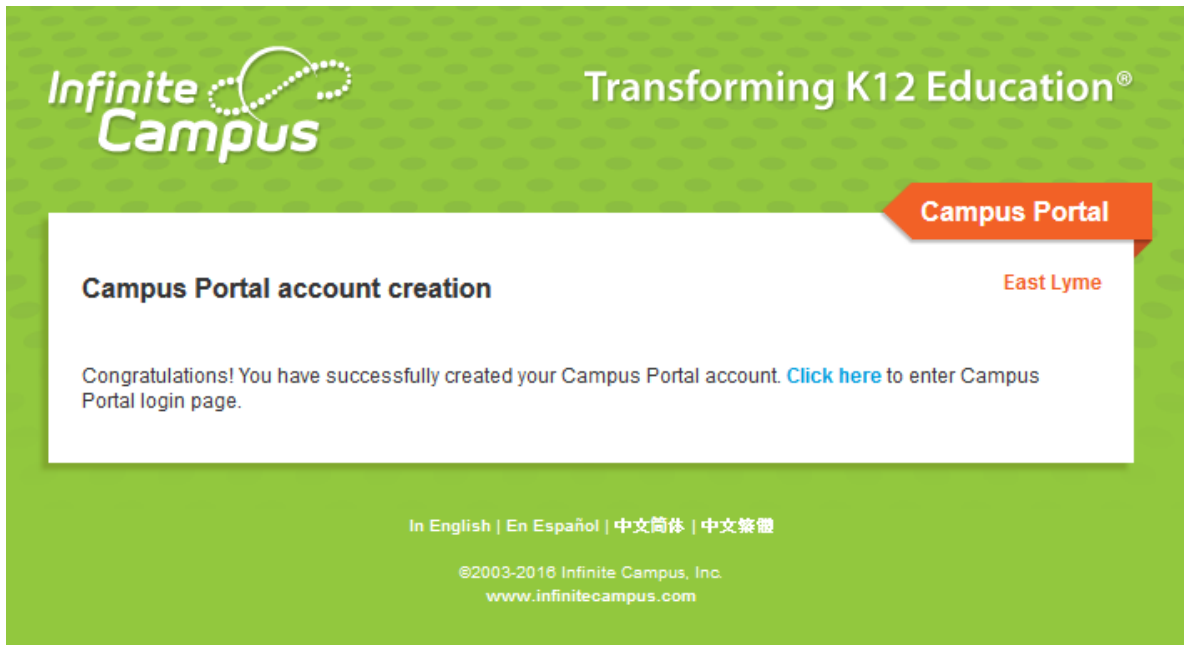


Figure 3-Message you receive if you are working from an E-mail message that includes an active link.

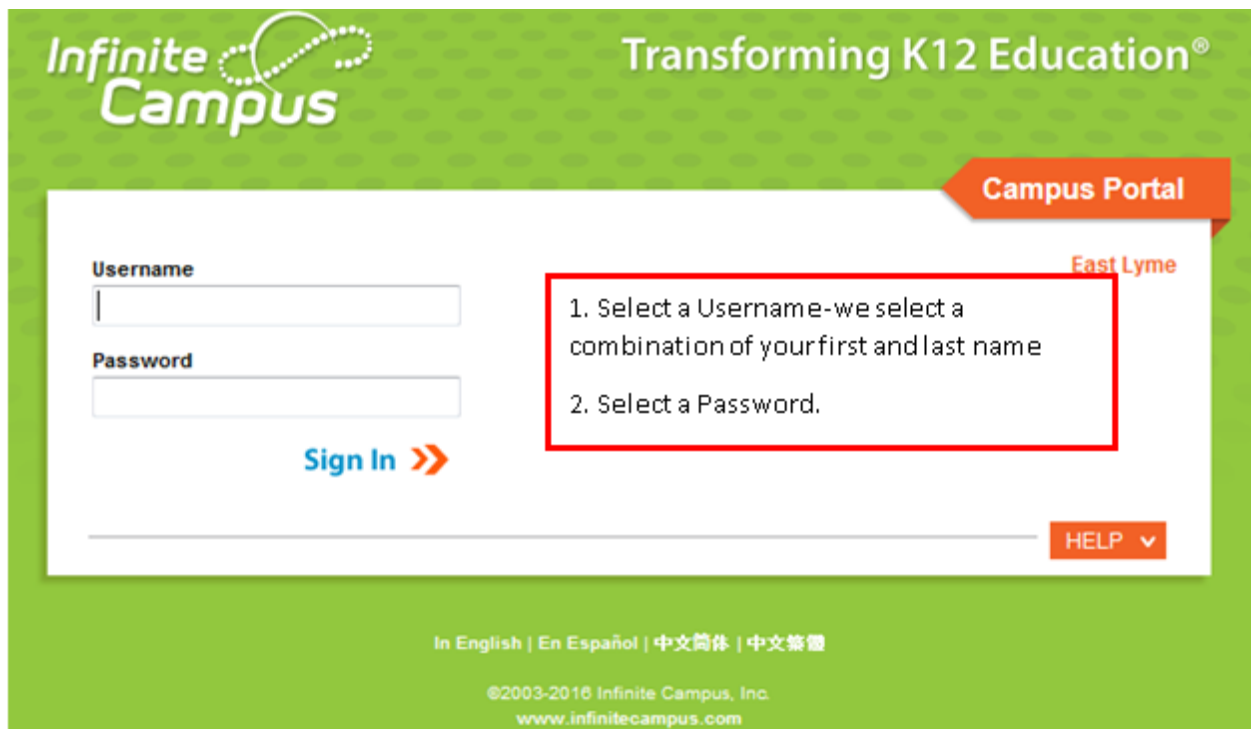


Figure 4-Step2 when activating from an E-mail.

Charlie Brown
16-17 East Lyme HS
Grade: 11

Welcome
Debra Brown

Infinite Campus

Charlie

- Calendar >
- Schedule >
- Attendance >
- Grades >
- Academic Planner >
- Transportation >
- To Do List >
- Reports >
- Family
- Messages
- Discussions >
- Household Information >
- Family Members >
- User Account
- Contact Preferences >
- Notification Settings >

East Lyme
East Lyme High School

District Announcements - 0 messages

School Announcements - 1 message

[08/19/2016 East Lyme High School]

Home of the Vikings

East Lyme Parent Portal View of portal home page

Welcome to the 2016-2017 School Year!

Inbox - 2 messages

Looking for your District ID?

Click the button to the right to get your District ID, so you can log in to our mobile applications!

Get District ID

Figure 5-Portal view

Changing Notification Settings

Campus Portal

https://eastlymeschools.infinitecampus.org/campus/portal/main.xhtml?dID=0.9671

ierchielli Sign Out

Infinite Campus

Family

- Messages >
- Discussions >
- Notification Settings

Notification Settings

Check each notification that you want to receive. Unchecking the box will stop the notification. A notification is deleted after 30 days.

Parents - Settings will apply to all students in the household and affect only your notifications. Students make their own settings to affect their own notifications.

Students - Your settings will apply to your notifications only.

Assignment Scores (Notifies you when an assignment is scored)

All Assignment Scores

Attendance (Notifies you when there is an absence or tardy)

Grade Changes (Notifies you when a grade is changed)

All Grades

Save

Click on "Notification Settings" to edit/change notifications that you want to receive.

Figure 6-Setting Notifications

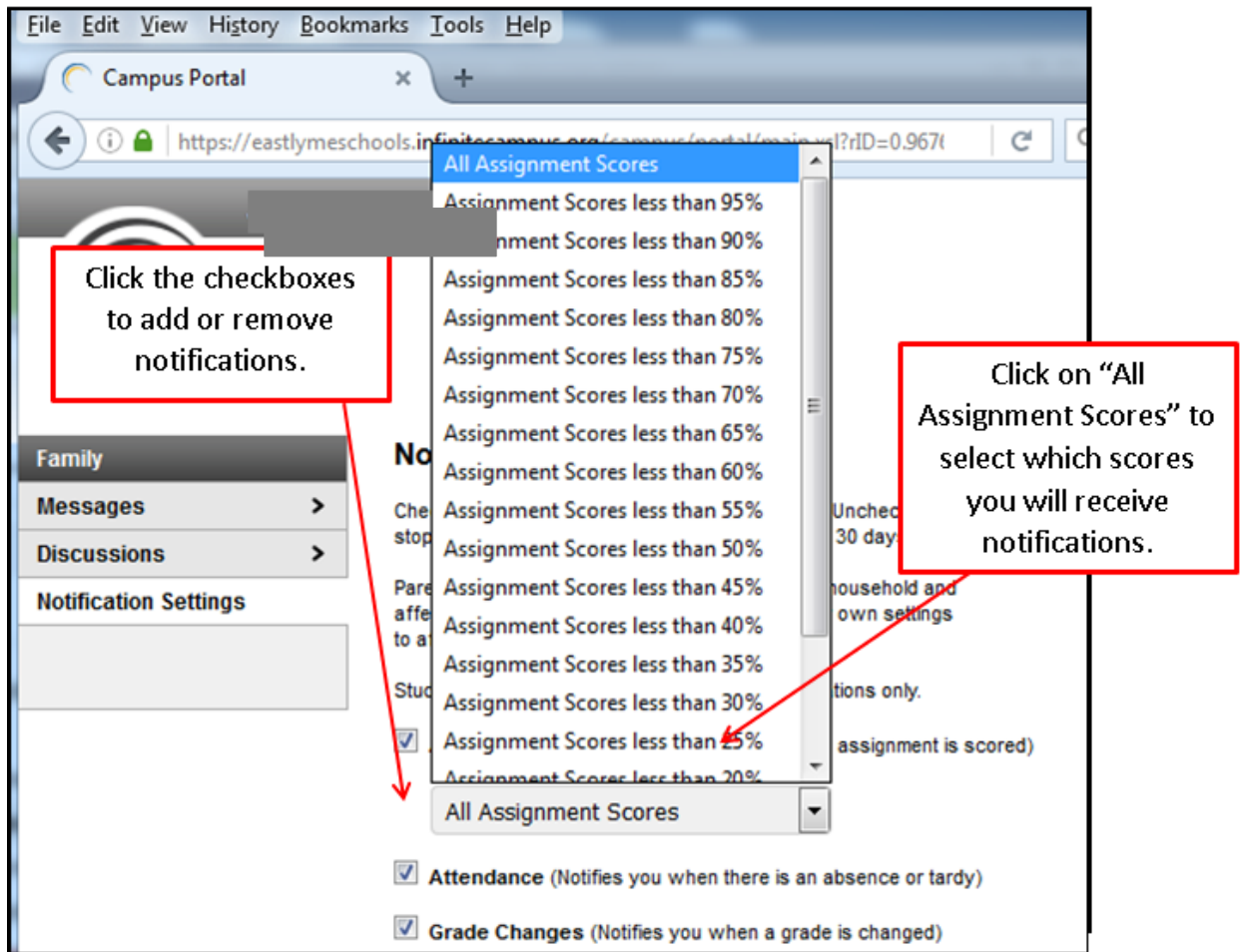


Figure 7-Select your Notification Setting

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 current.

Below are a few final setting to assure you receive up-to-date information from your students school, teachers and district.

- Family
- Messages >
- Discussions >
- Household Information >
- Family Members >
- Calendar >
- To Do List >
- User Account
- Contact Preferences**
- Notification Settings >
- East Lyme
- East Lyme MS
- East Lyme High School

Message Contact Preferences

Click on "Contact Preferences" to update how you will receive messages (Emergency, attendance, general notification etc.)

Email Address:

Secondary Email Address:

Check that your email contact is correct.

Instructions:
 For each type of message (Emergency, Attendance, Behavior, General Notification, Priority Notification, Teacher) select how you prefer to receive a message on more than one device.
 You may select to receive a message on more than one device.
 To change or add a phone number you will need to contact your school's administrative offices.

- Please check the Text(SMS) check box if you would like to receive text messages sent by the school.
- If Text (SMS) option is enabled message and data rates may apply. Charges are dependent on your service plan which may include fees for text (SMS) messages.
 - To opt out uncheck the text (SMS) box anytime.
 - For support contact your district.

		Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
Household Phone ()	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language

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