

Infinite Campus Portal Setup

Release Agreement – Acceptable Use Policy for access to the Parent Portal for Infinite Campus

The Parkway Board of Education believes parents/guardians should have access to the district network in order to obtain and make changes to official information pertaining to their family. This access is restricted to authorized users for official purposes only. Care must be exercised to ensure passwords and private data are secure and that unauthorized users are not permitted to access or make changes to your family's personal information. Passwords are not to be shared or recorded in any location that is accessible to unauthorized personnel. This agreement applies to all data and software residing on the Parkway School District's computer network.

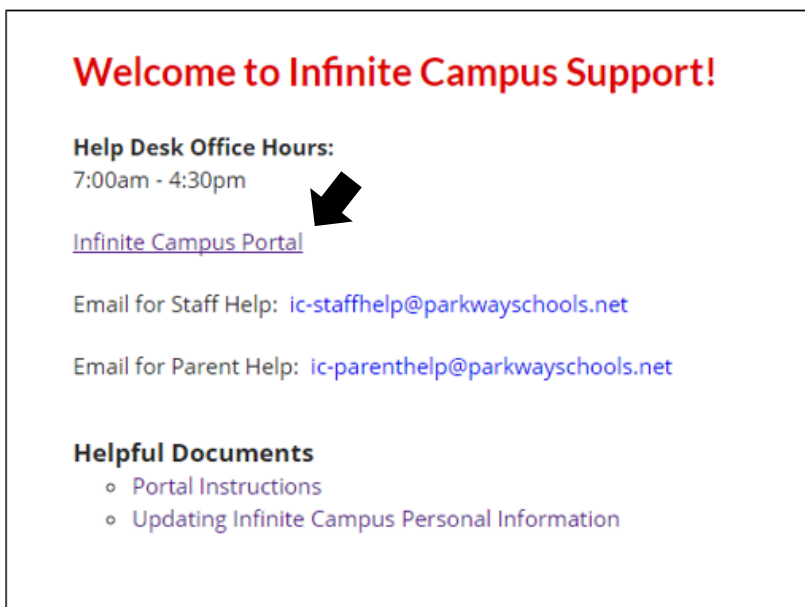
NOTE: By activating your Parent Portal account, you acknowledge that you have read and understand this agreement.

Initial Activation

In order to access the Parent Portal for the first time, you need to have an Activation Key. If you do not have the Activation Key please email – ic-parenthelp@parkwayschools.net.

Note: Communications between the user and Infinite Campus portal system will be via e-mail. The Infinite Campus portal system e-mail account is secure. The security of the user e-mail account is the responsibility of the user.

Accessing the portal for the first time: Go to the Parkway School District Website at www.parkwayschools.net and click on **Parents** (located on title bar) in the drop down list choose **Infinite Campus** , then **Infinite Campus Portal** as shown below.



Infinite Campus Portal Setup

You will then want to click on the link
"Campus Parent – New User?"

Infinite Campus

Parkway C-2

Log in to

Campus Student

or

Campus Parent

Parkway C-2

Parent Username

Password

Log In

Forgot Password? Forgot Username? Help

Log in to Campus Student

or

New User?

Your Activation key is made up of Characters that may contain zeros. There will be no letter "O"s in the activation key.

For example, your activation key might look like this: 123BC000-123A-000E-B0D2-11122B4A23E

You will then enter your Activation Key into the boxes provided and then click the SUBMIT button.

New User?

Activate your Campus Parent account by entering the activation key sent to you by your district.

If you do not have an activation key, please contact - IC-Parenthelp@parkwayschools.net to obtain one.

Activation Key *

1D1CF179 - 9C7E - 48F2 - 8329 - E8CA57D0FA4D

Submit

Back to Login

Infinite Campus Portal Setup

Once you enter your Activation Key, you will be prompted to enter a new username and a strong password.

Strong passwords must be between 8-10 characters and contain a combination of letters, punctuation, symbols and numbers. *The password must reach 100% in order to save your information.*

Choose Create Account.

Infinite Campus

Create Campus Student Account

Welcome **Sample Student!**

Username *

Password * ⓘ

Confirm Password *

Password Strength 100%

[Submit](#)

[Back to Login](#)

Success!

Congratulations! You have successfully created your Campus Student account!

[Back to Login](#)

After signing into your Portal Account for the first time you will be prompted to set up a recovery email account.

Account Settings – Set Recovery Email – New Users

All users logging into Campus for the first time are prompted to enter an account security email.

Please enter the email address that can be used for security purposes. An email will be sent to verify the change.

New Account Security Email

Confirm New Account Security Email

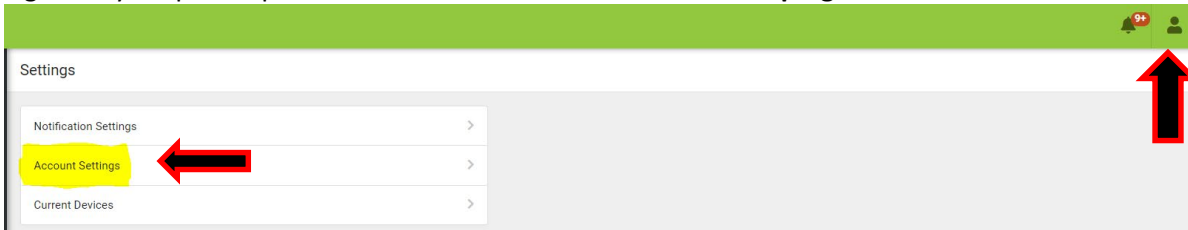
Enter Campus Password

[Log Off](#) [Save](#)

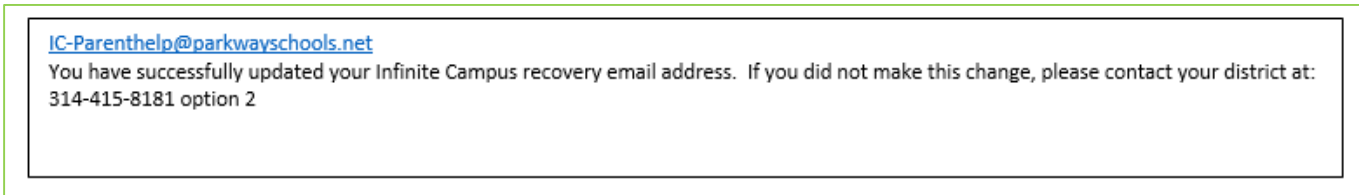
Infinite Campus Portal Setup

Account Settings – Set Recovery Email – Existing Users

Sign into your parent portal account and choose **User Menu** in top right hand corner then **Account Settings**.

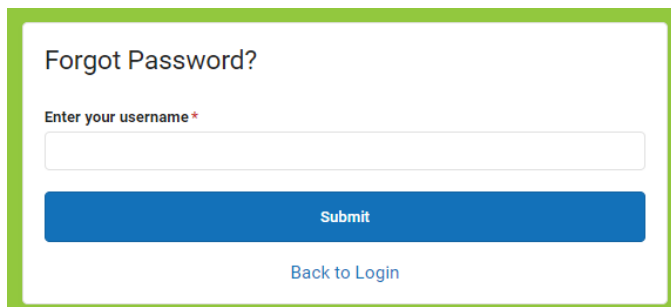
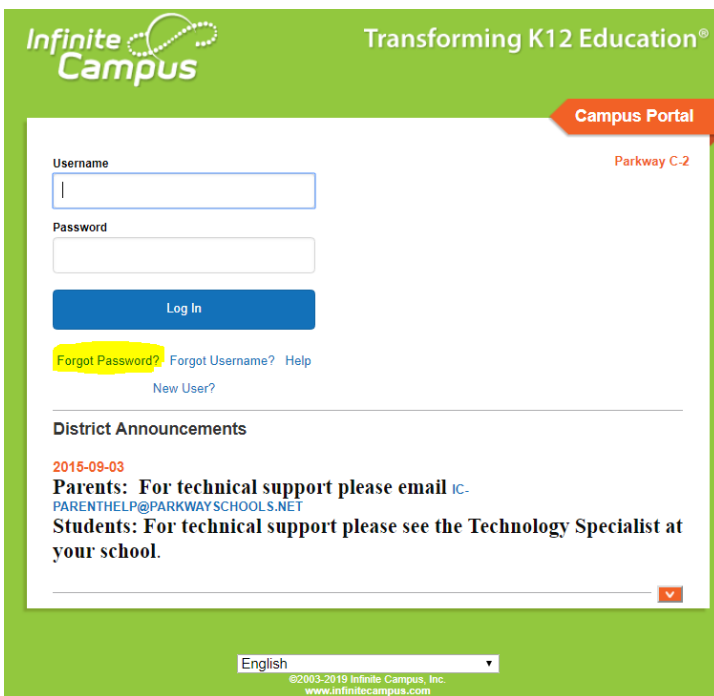


You will receive an email verifying the request.



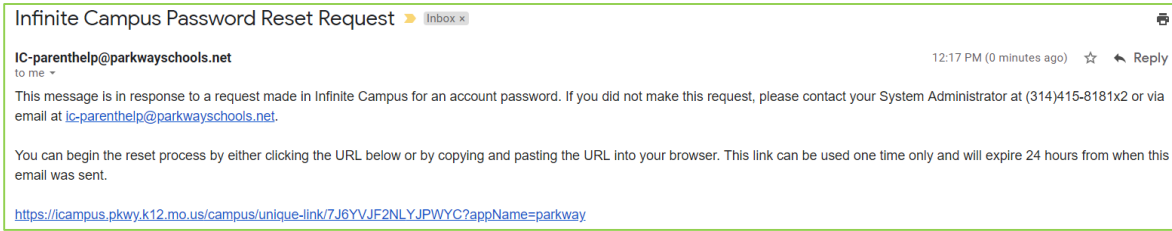
If you had previously entered a Recover E-mail address, you can recover your forgotten user name and password from the **Forgot your password** option.

Recovering Passwords via the Forgot Your Password Link



Infinite Campus Portal Setup

Once you enter your **Username** you will receive the email below.



If you do not receive an email, we were unable to locate your account. Please try again or contact your district for support.

Click on the link and create your new password.

Set Password

Enter a new password * i

Confirm password *

Password Strength 0%

Submit

[Back to Login](#)

Recovering Username via the Forgot Your Username? Link

Click on Forgot your username?

Enter your recovery email address.

Forgot Username?

Enter your security email *

Submit

[Back to Login](#)

After entering in your Recovery Email you will see the message below.

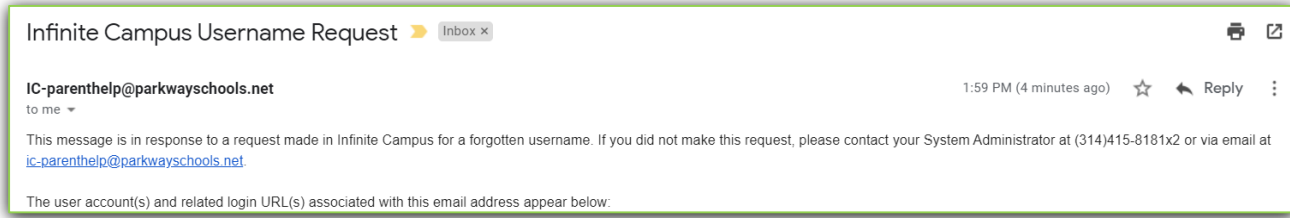
Forgot Username?

Please check your email for further instructions. If you do not receive an email, we were unable to locate your account. Please try again or contact your district for support.

[Back to Login](#)

Infinite Campus Portal Setup

This is the response that you will receive after requesting your Username.



Please e-mail - IC-parenthelp@parkwayschools.net, if you are still having trouble accessing the Infinite Campus Portal.

Updated March 2020