

Infinite Campus

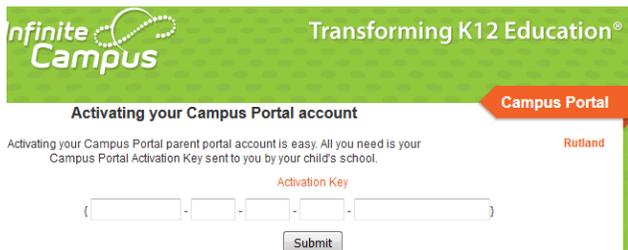
Student and Parent Portal

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.

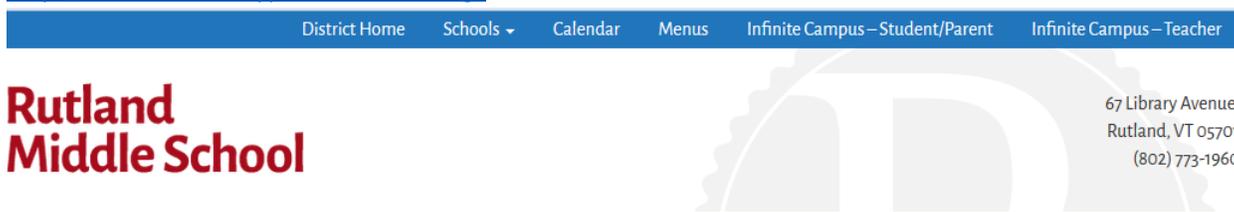
Activation

When you request an account, you will receive an activation key. Go to the portal address and choose the following: *If you have been assigned a Campus Portal Activation Key*, [click here](#). You will be directed to the window to enter your key.



Address

The Portal web address is <https://student.rutlandhs.k12.vt.us/campus/portal/rutland.jsp>. You can also locate the Infinite Campus-Student/Parent portal directly from the Rutland City Public Schools website or RMS/RHS website <http://rms.rutlandcitypublicschools.org/>



App

The Portal is also available as an app for Android, iPhones, iPads and iPad Touch devices. Visit www.infinitecampus.com to download the mobile app, or find it on the iTunes store, Google Play, or the Amazon App Store. The app will ask for your District ID blgdds.

Infinite Campus Mobile Portal

By Infinite Campus, Inc.

Open iTunes to buy and download apps.

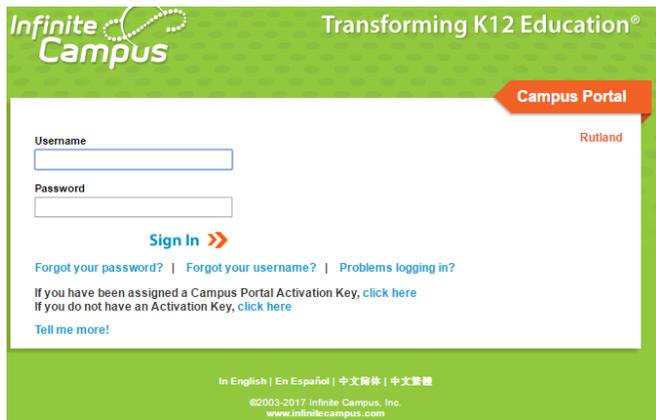


Support

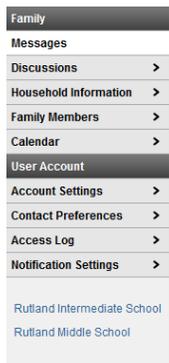
If a user has forgotten their password they can select the **Forgot Your Password?** link to have a unique URL sent to their email which will walk them through the password reset workflow. Please keep your email up to date with the Registrar so that you can reset your password.

If you are having issues logging into the RCPS Infinite Campus Parent Portal using the correct user name and password, please contact Michelle Browne at 802-770-1227. If you have issues recovering a forgotten password or username using *the Forgot Your Password? or Forgot Your Username?* methods found on the Campus login page, please contact Michelle Browne at 802-770-1227.

You are now required to use a strong password in Campus and have a valid email address. In order to reset passwords, you must select 8 like and dislike images in Campus in order to confirm your identity to recover your password or username. Please take the time to do this as it allows you to self-manage your account.



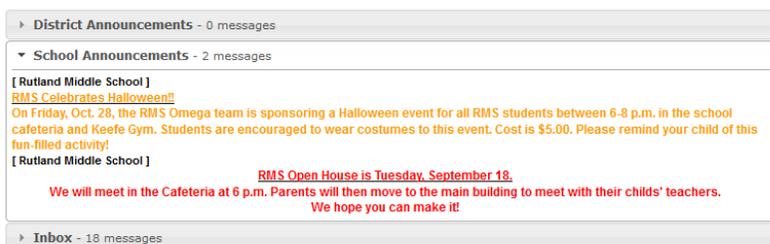
Index and Navigation



Once logged in, an index of accessible information for the household as a whole is listed in the navigation panel located on the left hand side of the screen. Sign Out and Home buttons appear in the top right corner of the screen, with the Name of the individual logged into the Portal appearing next to these buttons. Clicking the Home button will take the user back to the homepage seen upon signing in. This page contains the Family and User Account sections of the navigation pane.

Messages

When a user first logs in the Messages tab located in the Family section is selected. There are District and School Announcements available.



Selecting a Student

Use the Select Student drop down in the top left of the screen to view all of the students a user has rights to view and select a student to view Portal information for that student only. Only students with an enrollment in the current year or an enrollment next year will display in the list.



Students can be enrolled in multiple calendars or schools. When this is the case, another dropdown menu will indicate which enrollment information is currently being viewed and will allow the user to view the information from other enrollments in the current year.

When signed in as a parent, the Family and User Account navigation panes appear on the left side of the screen. When a student is selected in the Select Student option, an information section specific to that student will appear above the Family section in the navigation pane.

| Makenna | |
|--------------|---|
| Calendar | |
| Schedule | > |
| Attendance | > |
| Grades | > |
| Assessment | > |
| Reports | > |
| Demographics | > |
| Permissions | > |

Tabs

Calendar

The tabs in the Family section apply to all students to which that user has rights. For example, when accessing the Calendar tab from the Family section, a calendar will display assignments, day events and attendance for all of the students, whereas when accessing the Calendar tab from the student section, only information specific to that student will appear on the calendar.

🕒 **January 2017** 🕒

 Assignment(s) Due  Attendance Event(s)

Reports

The Reports tab provides reports on missing assignments as well as report cards.

Reports

-  Missing Assignments
-  Term 1 Report Card

Reports on this page require the Adobe Acrobat Reader (free).



Schedule

Schedule displays a student's schedule with periods and terms.

Attendance

Attendance displays the student's attendance by period, day and term.

Grade

Grades show a student's progress across all terms.

Changing Parent Information

Parents can submit changes to the Registrar to update phone numbers, email addresses, and more under the section Family, Household Information and Family Members. Parents can also reset their password under User Account.

| | |
|-----------------------|---|
| Family | |
| Messages | > |
| Discussions | |
| Household Information | > |
| Family Members | > |
| Calendar | > |
| User Account | |
| Account Settings | > |
| Contact Preferences | > |
| Access Log | > |
| Notification Settings | > |

Language Settings

Infinite Campus is available in multiple languages.

