



BRIDGE TO SUCCESS

Hastings Public Schools

INDEPENDENT SCHOOL DISTRICT 200
1000 11TH STREET WEST
HASTINGS, MN 55033
Phone (651) 480-7000

Parent Name: _____

Dear Parent/Guardian of: _____

Welcome to Infinite Campus PARENT Portal!

Infinite Campus is a district-wide student information system designed to manage attendance, schedules, report cards, assessments and other information about our students. Parents/guardians of students in grades K-12 have access to **Campus Parent Portal** which is a confidential and secure website that allows parents to log in and view their child's information. There is also an app available for both iOS and Android devices.

Logging into the Campus Portal will allow you to view the following real-time information about your child:

- Demographics
- Bus Information
- Emergency Contact Information
- Report Cards
- Parent Contact Information
- Class Schedules
- District and School Notices

In addition to viewing information through your account, parents will use their Parent Portal Accounts each August to complete online forms and review and update household contact information for the upcoming school year. It is important that parents create their portal account as it will be needed to access student information. Please note that bus information and class schedules are typically posted a couple of weeks before school starts. Instructions for logging into your parent portal account are located on the back of this letter.

This parent account is intended to be used by parents/guardians and will allow you to access information on all students in your household. You only will need to set up your account once even if you have multiple students enrolled. Once your account is set up, you will have access to view all students in your household. All students in grades 5-12 will also receive their own personal student accounts which will allow them to access only their own information.

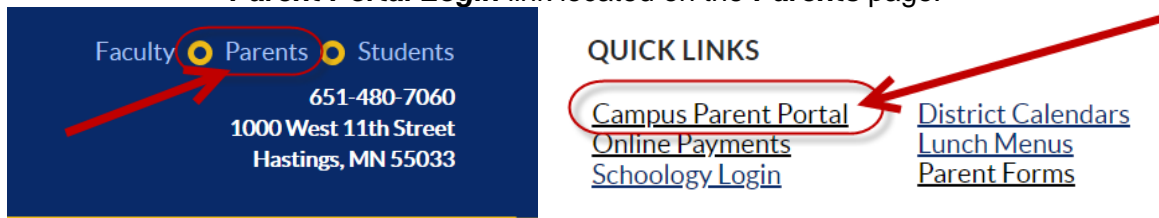
If you have additional questions regarding Infinite Campus or Campus Portal, please contact your child's school.

For the opportunity to access *Campus Parent Portal*, every parent/guardian is asked to act in a responsible, ethical and legal manner. By accessing *Campus Parent Portal*, parents agree to adhere to the following guidelines:

1. **Not** share his/her password with others.
2. **Not** attempt to alter, harm or destroy data.
3. **Not** use Campus Parent Portal for any illegal activity, including violation of Data Privacy laws.
4. **Not** access data or any account owned by another parent.
5. **Will** notify ISD 200 immediately if s/he identifies a security problem with Campus Parent Portal.
6. **Understands** that s/he be denied access if s/he is identified as a security risk to Campus Parent Portal.

How to create your PARENT Portal Account

Click on the **Parents** link at the top of the building or District #200 webpage and then click on the **Campus Parent Portal Login** link located on the **Parents** page.



1. From the Parent Portal login page, click on the option that says "**New User?**"

A screenshot of the Parent Portal login page. It features a white background with a green border. At the top right, the word 'HASTINGS' is written in red. Below it are two input fields for 'Username' and 'Password'. A blue 'Log In' button is positioned below the password field. At the bottom, there are links for 'Forgot Password?', 'Forgot Username?', and 'Help'. The 'New User?' link is circled in red, and a red arrow points to it from the right.

2. Enter your personalized 32 digit Activation key and click on the Submit button. Your activation is:

A screenshot of the 'New User?' activation page. The page has a white background with a green border. The title 'New User?' is at the top. Below it, the text reads: 'Activate your Campus Parent account by entering the activation key sent to you by your district.' and 'If you do not have an activation key, please contact your district to obtain one.' There is an input field for the 'Activation Key *' and a blue 'Submit' button at the bottom.

3. You are now ready to create your Campus Portal account.
 - * Enter a **UserName** – Usernames may not include numbers and are case sensitive.
 - * Enter a **Password** – Passwords must include alpha and numerical characters, and be at least 8 characters in length. Passwords are case sensitive.
 - * Enter the password again and then click on **Submit**.
 - * Please record username and password in a secure and private location.
4. The next time you log in to Campus Portal, the system will prompt you to set up an account security email. Setting up your account security email will allow you to recover your username or reset your password in the future if you ever forget them. You will need to enter and save your email address before continuing into the system. You will only need to complete this step the first time you log in.

If you need help, please visit our **Campus Portal Help page on the Parents webpage under Technology Support** or contact your child's school.