# Campus Parent Portal

Infinite Campus – Parent Portal is the Fulton County Schools system to connect parents and students to student information. All parents must register to begin accessing Campus Parent.

#### **ACCESS**

- ➢ If you are a current parent and had a Campus Portal account previously in Fulton County, nothing needs to be done. Your prior account will continue to work as long as your student is an active student.
- ➤ If you are a current parent and need to add a new student to your profile, complete the Online Registration found in the section "More"
- Parents new to Fulton County will receive an email within 24 hours of completing the student enrollment process at a school.
- After completing the Campus Parent registration, you can access the Parent Portal at any time for all students in the same household.

New students to Fulton County can register in one of two ways.

- 1. Receiving an email from Infinite Campus within 24 hours
- 2. Go to Campus Portal page on the FCS website and click Campus Parent Portal Activation

## **Email Registration**

Once you receive an email to enroll in Campus Parent, click on the link provided. To register a new student to Fulton County you must provide the following information

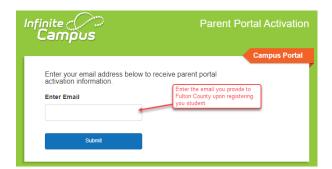
- Student Name
- Student DOB
- FCS student ID
- Grade

#### **FCS** Website

From the FCS website, click on the icon Campus Portal

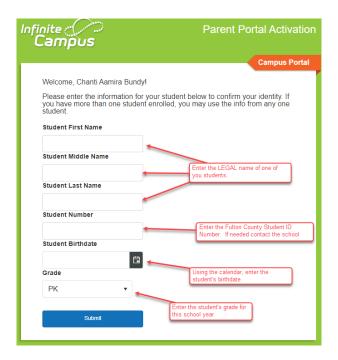


Click on the link – <u>Campus Parent Portal Activation</u> and enter the email address that is on file with Fulton County Schools.

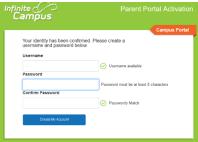


You will receive an email from InfiniteCampus@fultonschools.org with a link. Click or paste the link into a web browser and enter the required information. If you are using a Gmail account, you will need to check both your Spam and Junk folders. Gmail security will automatically send unfamiliar emails to those folders.

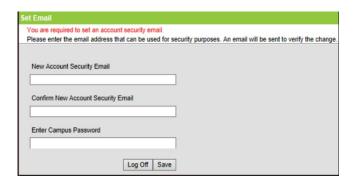
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After registering, you will then create your username and password.



The first time you sign in, a recovery email address will be requested. This is the email address that will be used if you forget your username or password. The Campus Password is the same password that was created on the previous screen.



## Logging On

- ➤ Go to the following URL: <u>www.fultonschools.org</u>.
- Select the Campus Portal icon in the middle of the page



From the Campus Portal Landing Page, select Campus Parent



You can log into Campus Parent via the Web or by downloading the App to a smartphone.

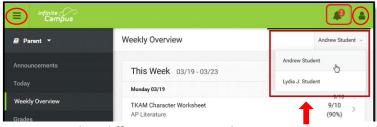
The Campus Parent account must first be set up on a computer prior to downloading and logging into the App.



Enter the username and password you created.

# Symbols/Icons

- To view any notifications or messages, select the bell
- > To review account settings, select the person icon
- ➤ When on the web, Campus Parent Portal, the icon will collapse the information on the left side of the screen.
  - When using the mobile app, this icon will show the menu options.
- Select the desired student (if you have more than one)



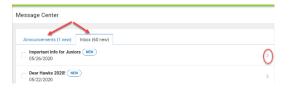
You can select different sections in the Campus Parent Portal.

Click on the desired section on the left.

## Message Center

The Message Center includes announcements that are posted by the school or district level. Click Show More to display additional text for longer announcements.

The Inbox displays messages sent to the parent, including those from teachers. They may contain valuable information about possible field trips, assignments, school announcements and assemblies. Please check regularly and delete when read. Click on the > to expand the information.



## **Today**

The Today view shows the selected student's schedule for the current day and any assignments due today or tomorrow. The schedule shows the courses, time of day, teachers name and room number.

# Calendar

The Calendar displays data for *Assignments, Schedule,* and *Attendance*. Dots below dates in assignments or attendance have data. Click on the date to expand the information.



## **Assignments**

The Assignments tool lists all assignments for the student for the entire school year. The subject, comments and grades are listed. Click specific assignments to view details and scroll to see previous and future assignments. Use the **Missing** and **Current Term** buttons at the top to filter assignments.

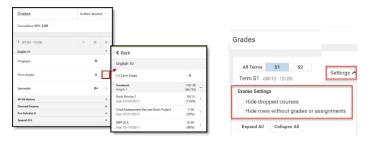


#### Grades

The Grades tool shows all the grades earned by the selected student for all tasks. Term grades are posted in bold, with In-Progress grades indicated as "In-progress."

Clicking on > next to the grade will display the assignments that make up the specific grade.

Click settings to hide dropped courses or courses without grades or assignments



# <u>Gradebook Update</u>

Grade Book Updates lists all the assignments that have been scored or updated in the last 14 days. These are listed in the order the teacher updated the gradebook, not by due date.

#### **Attendance**

The Attendance tool lists the absences and tardies for those periods that took attendance. Navigate between terms using the options at the top. To view details, click on a specific period. On the detail view, absences and tardies are divided by type (excused, unexcused, exempt, or unknown), with all absences and tardies listed below.



## Schedule

The Schedule tool shows the student's schedule by day (including block scheduling), term/semester and whole year. Each schedule includes the times of the periods, with the teacher's name and room assigned. Filter by semester.

# **Academic Plan**

The Academic Plan (for high school students) displays the student's assigned Academic Program and the courses the student has planned to take in each school year. Based on the assigned Academic Program, students must meet credit requirements, course requirements, test requirements and GPA requirements. The goal is to meet each requirement for each grade level.



#### **Documents**

The Documents tool allows user to print schedules, report cards, progress reports and unofficial transcripts for the specified student. If the student is in Special Education, the IEP/Eligibility should be available. The document will generate in a PDF. When using a smartphone, check your settings to allow PDF documents.

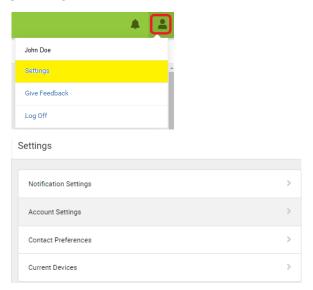
## More

The More tab displays the following:

- Assessments will display any of the assessments released by the district such as the ACCESS test
- Course Registration is for approving courses for next year (only available at certain times of the year)
- Family Information allows you to update email and phone #
- Important Dates list special dates for a specific school
- Transportation information includes bus numbers, time, and location for pick up and drop off
- GTID Lists the student's Georgia Testing ID
- Online Registration is used for students moving from one Fulton County School to another or update existing demographic information for the household such as address, contacts and priority pick up. You can also register a new student such as new younger sibling now living in your household.
- SLDS link to the State Longitudinal Data System
- 504 Meeting If a student has a 504 plan
- Quick Links are web links that the Fulton County Schools has
  determined maybe useful. Currently there are includes links
  to individual school's websites and Connect with Kids (a site
  that contains resources for parents when working with their
  children).

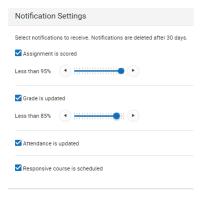
# **Notification/Account Settings**

Access account settings by clicking on the person icon and selecting "Settings"



# **Notification Settings**

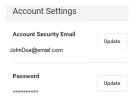
Allows the users to opt out of receiving specific kinds of notifications, establish thresholds, and set limits. Click the arrows to change the threshold or click and drag the dot.



## **Account Settings**

Account settings allows a user to update their security email and password. The Account Security Email is the email used if a user forgets their username or password. This was completed when you created your Campus Portal account.

Passwords can be modified by clicking update. Strong passwords are enforced. Passwords should have a minimum of 8 characters and at least one character must be a number. Do not use special characters (i.e. @, #, \$, %,!)



# **Contact Preferences**

Manage your contact preference by selecting the desired language, when you receive messages, and how you receive that message (phone call, email, or text message). Messages can be sent about priority, general information, attendance, teacher communication, behavior, and emergency. *Currently messages are only being sent via email*. If changes are needed for email or phone, make them in the Family Information section under **More**.

# **Current Devices**

This will show what mobile devices have been linked to your account.