

Infinite Campus Portal – Student Quick Reference

Infinite Campus Portal is a way for students grade 6 through 12 to access their information and school communications. The following student information can be found on Portal:

- *Schedule*
- *Assignments*
- *Grades*
- *Report Cards*
- *Immunizations*
- *Attendance*
- *Unofficial Transcript*
- *Messages from School Staff*

Infinite Campus Portal also has a mobile app, where student information can be obtained via a mobile device. Students can also enable notifications to be sent to their phone regarding changes in their attendance, grades, and assignments.

Accessing Portal Website

The portal website is access in two different ways:

1. Direct URL: <https://jeffersoncitymo.infinitecampus.org/campus/portal/jeffersoncity.jsp>
2. On the Jefferson City Public School website: www.jcschools.us
 - a. Click on the **Campus Portal** button at the top right hand corner of the page



Creating your User Account

Your User Name and Password are generated by the Office of Student Information, Planning and Assessment. To find out the User Name and Password that have been created for you, contact the Counseling Office at your building. You have the option to change your Password once logged in.

Account Management

The first time you log in will need to set up your security preferences for your account. You can change these security preferences along with your password under **User Account**, select **Account Management**. In the account management tab you can:

- Change your Password
- Set a Password Recovery Email address
- Set User Preferences by selecting 8 like and 8 dislike images

*NOTE: These will only be used if you have to reset your password when logging in

The screenshot shows the 'Change Account Password' and 'Set User Preferences' sections. The 'Change Account Password' section includes fields for 'New Password' and 'Verify New Password', both with a 100% completion indicator. Below this is the 'Set Password Recovery Email' section with an email address 'test@email.com'. The 'Set User Preferences' section features two grids: 'Likes' and 'Dislikes'. Each grid has tabs for 'Activities', 'Food', 'Sports', 'Other', and 'Animals'. The 'Likes' grid shows 8 selected images, and the 'Dislikes' grid shows 8 selected images. Below these grids is a 'Your Likes' and 'Your Dislikes' section with a 'Click any image to deselect it' instruction. At the bottom, there are 'Save Changes' and 'Current Password' fields.

Forget Username or Password

There are links on the sign-in page called *Forgot your Password?* or *Forgot your username?* Click on the orange **“Help”** button. These links will direct you through steps to retrieve your Username or reset your Password.

The screenshot shows the 'Campus Portal' sign-in page for Jefferson City Public Schools. It features a 'Username' field, a 'Password' field, and a 'Sign In >>' button. Below the sign-in area, there are three links: 'Forgot your password?', 'Forgot your username?', and 'Problems logging in?'. A red box highlights the first two links, and a red arrow points from a 'HELP' button to them. Below the links, there is a note about Campus Portal Activation Keys and a 'Tell me more!' link. At the bottom, there is a 'District Notices' section with 'Portal Resources' and links for 'Parent Resources' and 'Student Resources'.

If you have trouble accessing the information through these steps, please go to the Counseling Office.