



# Infinite Campus Portal - Parents Quick Reference

*Infinite Campus Portal is a way for parents/guardians to access student information, register students for the upcoming school year, and receive school communications. The following student information can be found on Portal:*

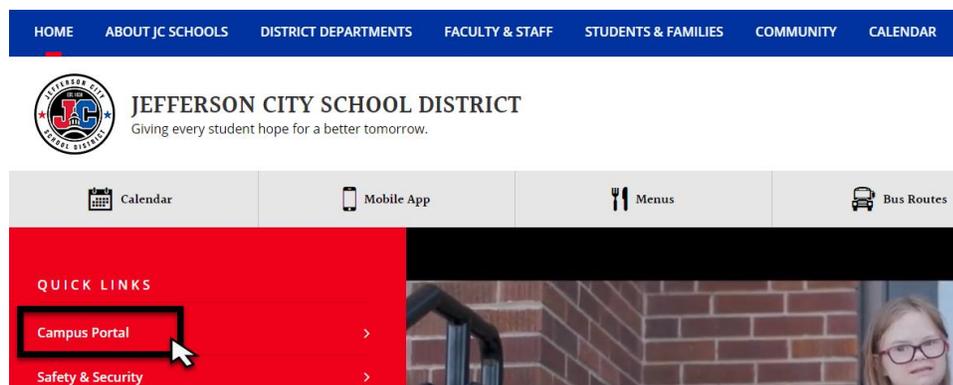
- *Grades Assignments*
- *Attendance*
- *Report Cards*
- *Schedule (Note: Schedules for grades K-5 are not an accurate reflection of a student's day. Specific subject courses have been added for grading purposes.)*
- *Unofficial Transcript*
- *Messages from School Staff*
- *Immunizations*
- *Online Registration*

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

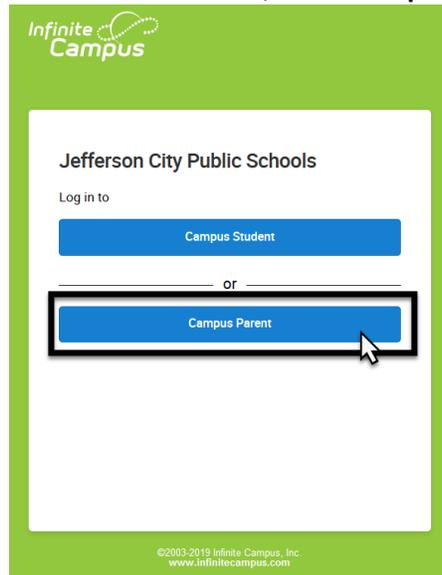
## Accessing Portal Website

The portal website can be accessed in two different ways:

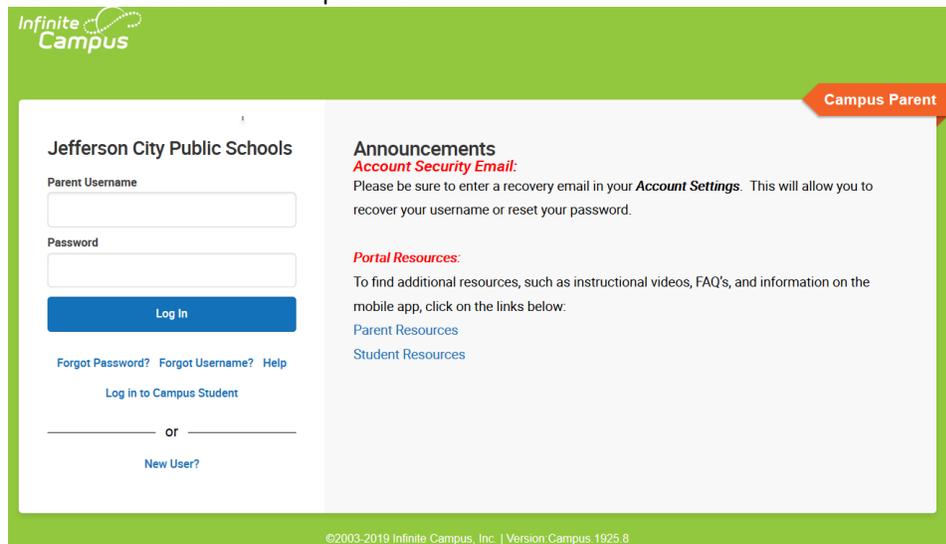
1. Direct URL: <https://jeffersoncitymo.infinitecampus.org/campus/portal/jeffersoncity.jsp>
2. On the Jefferson City School District website: [www.jcschools.us](http://www.jcschools.us)
  - a. Click on the **Campus Portal** link on the left side under Quick Links.



b. On the next screen, select **Campus Parent**.



c. Enter the username and password.



1. If you have never set up a parent portal account, email [portalhelp@jcschools.us](mailto:portalhelp@jcschools.us) with your name, your student(s) name(s), and school. (You must email [portalhelp@jcschools.us](mailto:portalhelp@jcschools.us) from the email address that you have on file with your child's school.) You will receive an email with either:
  - a. Your username and a temporary password
  - b. GUID Code to create an account
  - c. An email with an URL address to activate your account

## Setting up a Recovery Email

The first time you log in you will need to set up your security email for your account. This will allow you to retrieve your username and password in the event that it gets forgotten.

### Step 1: Enter email address

**New Account Security Email:** email address that you access regularly

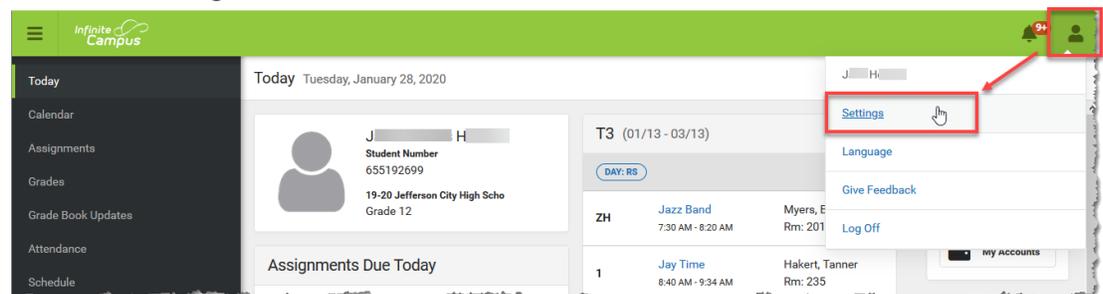
**Confirm New Account Security Email:** re-enter email

**Enter Password:** enter your new password

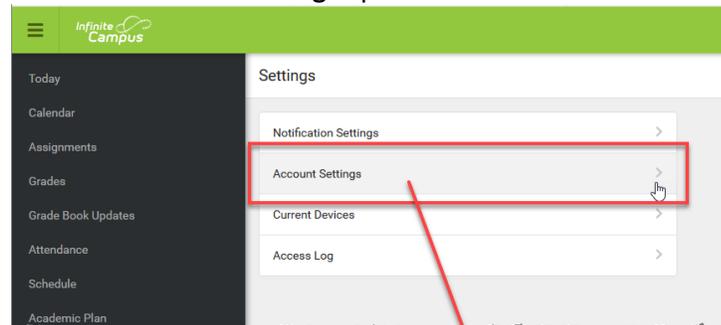
**Select Save**

The screenshot shows a form titled "Set Email" with a blue header. Below the header is a message: "Please enter the email address that can be used for security purposes. An email will be sent to verify the change." The form contains three input fields: "New Account Security Email" with the value "test.email@gmail.com", "Confirm New Account Security Email" with the value "test.email@gmail.com", and "Enter Campus Password" with a masked password "\*\*\*\*\*". At the bottom of the form are "Cancel" and "Save" buttons.

If you are not prompted, select the **Person Icon** in the upper right hand corner of the portal and select **Settings**



Select the **Account Settings** option and enter an email.

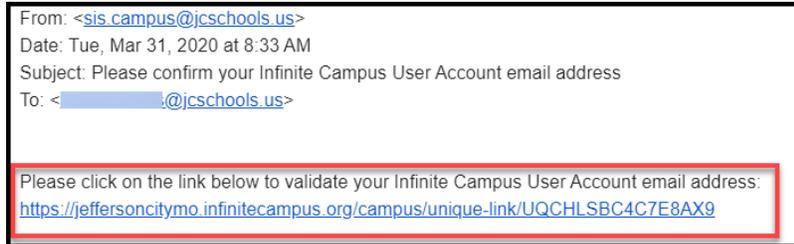


The screenshot shows the "Account Settings" page. The "Account Security Email" field is highlighted with a red box, and a red arrow points to it from the "Account Settings" option in the previous screenshot. The field contains the email address "j.h.2699@student.jcschools.us" and has an "Update" button next to it. Below it is the "Password" field, which is masked with "\*\*\*\*\*" and also has an "Update" button.

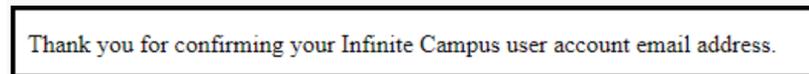
## Step 2: Validate Email Address

*\*NOTE: Failing to complete the email validation process WILL NOT prevent the user from being able to log into Campus. However, users are highly encouraged to validate their email addresses to ensure they can successfully access the email in the event of a forgotten username or password.*

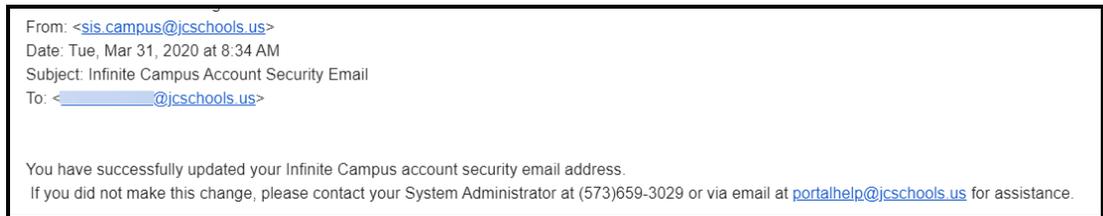
- a. Once an email address is added, a message will appear indicating that you must confirm the email address. If the email is correct and active you will receive an email containing a unique URL that has to be selected to confirm the email address.



- b. Once you have selected the URL, a message will appear indicating the confirmation was received and their account settings are now properly established in Infinite Campus

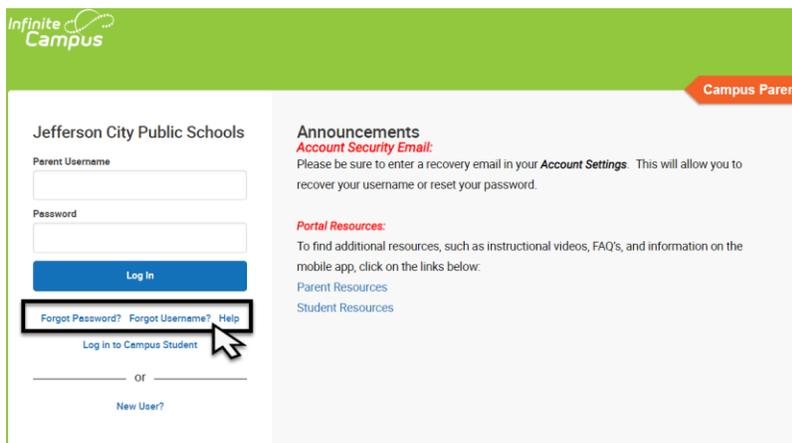


You will also receive an email validating the update.



## Forget Username or Password

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



If you have trouble accessing the information through these steps, you will need to contact the JCSD Portal support desk at [portalhelp@jcschools.us](mailto:portalhelp@jcschools.us) or 573-659-3043.



# Infinite Campus Mobile App

- 1) To download the Infinite Campus Mobile Portal application go to any of the the following app stores:



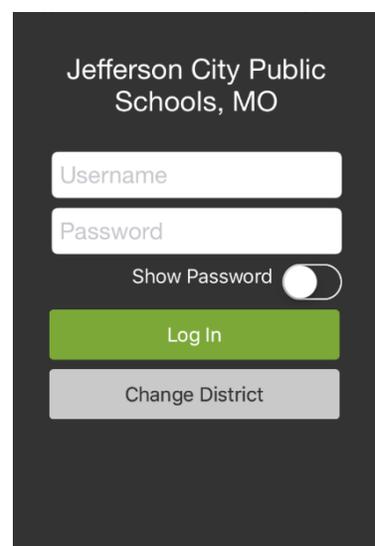
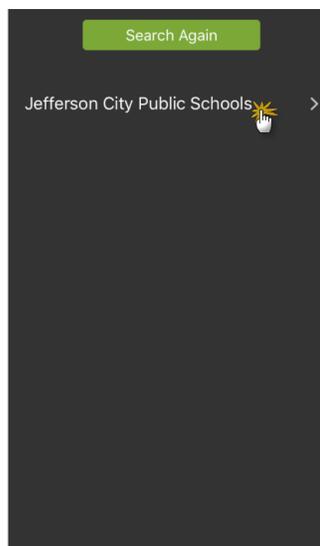
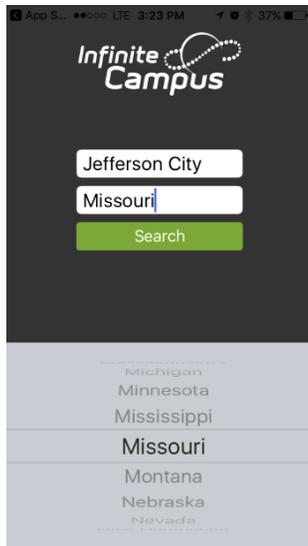
- 2) Parent/Guardian search for an app called **Campus Parent**



- Student search for an app called **Campus Student**



- 3) Launch the Campus App and then enter the district name (**Jefferson City Public Schools**) and the state (**Missouri**). Select Jefferson City Public Schools. This will take you to the login screen where you will enter your username and password to log in.



### **Username and Password:**

When creating a username and password, the password **must** be a minimum of 8 characters and contain a combination of two or more of the following: letters (upper or lower case), numbers, symbols, punctuation.

- **Parents:** The username and password have been provided to you if a Parent Portal Request form has been completed. If you do not have a username and password, the form can be obtained at the school office or online by clicking [here](#). You will be required to show a photo ID to verify you are the guardian.
- **Students:** Students grade 6-12 have a portal account automatically created for them. The username and password have been provided to them by the school. If the student does not remember his/her username and password, please visit the counseling office.

*For more information about the mobile app or for support assistance click on the link below:*

