



# 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:*

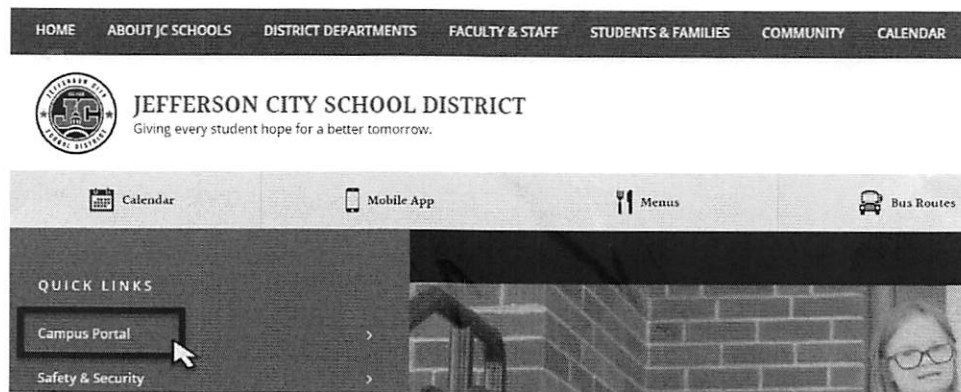
- *Grades Assignments*
- *Attendance*
- *Report Cards*
- *Schedule (Note: Schedules for grades K-5 are not an accurate reflection of a student's day. Specific subject courses have been added for grading purposes.)*
- *Unofficial Transcript*
- *Messages from School Staff*
- *Immunizations*
- *Online Registration*

*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**.

Infinite Campus

Jefferson City Public Schools

Log in to

Campus Student

or

Campus Parent

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www.infinitecampus.com

c. Enter the username and password.

Infinite Campus

Campus Parent

Jefferson City Public Schools

Parent Username

Password

Log In

Forgot Password? Forgot Username? Help

Log in to Campus Student

or

New User?

**Announcements**  
*Account Security Email:*  
Please be sure to enter a recovery email in your **Account Settings**. This will allow you to recover your username or reset your password.

**Portal Resources:**  
To find additional resources, such as instructional videos, FAQ's, and information on the mobile app, click on the links below:  
Parent Resources  
Student Resources

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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

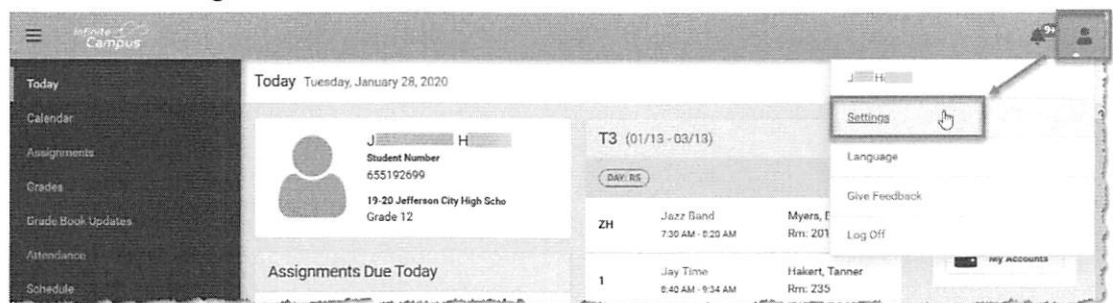
**Select Save**

The screenshot shows a 'Set Email' form with the following fields and content:

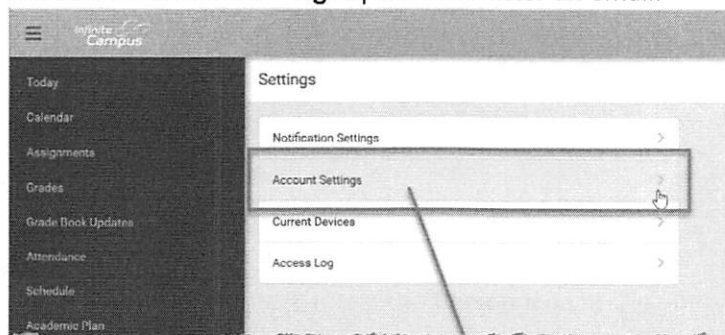
- New Account Security Email:** test email@gmail.com
- Confirm New Account Security Email:** test email@gmail.com
- Enter Campus Password:** \*\*\*\*\*
- Buttons:** Cancel, Save

At the top of the form, it says: "Please enter the email address that can be used for security purposes. An email will be sent to verify the change."

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.



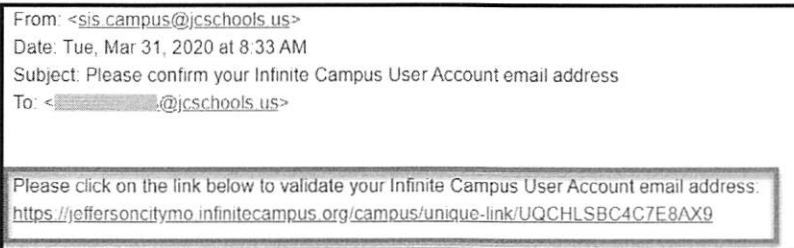
This screenshot shows the 'Account Settings' form. It has a 'Back' button at the top left. The form contains two main sections:

- Account Security Email:** A text field containing 'jh2699@student.jcschools.us' and an 'Update' button to its right.
- Password:** A text field with masked characters (\*\*\*\*\*) and an 'Update' button to its right.

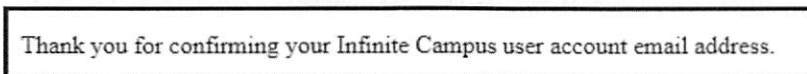
### Step 2: Validate Email Address

*\*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.*

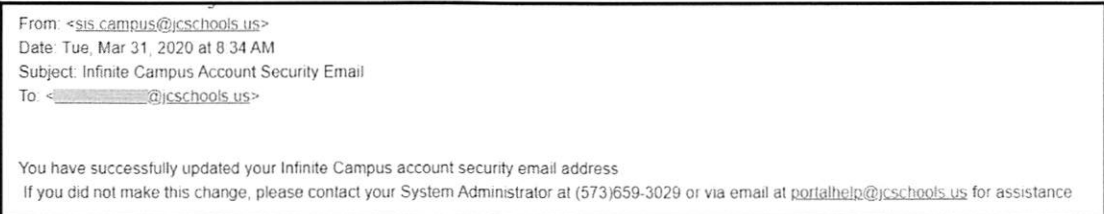
- a. Once an email address is added, a message will appear indicating that you must confirm the email address. If the email is correct and active you will receive an email containing a unique URL that has to be selected to confirm the email address.



- 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

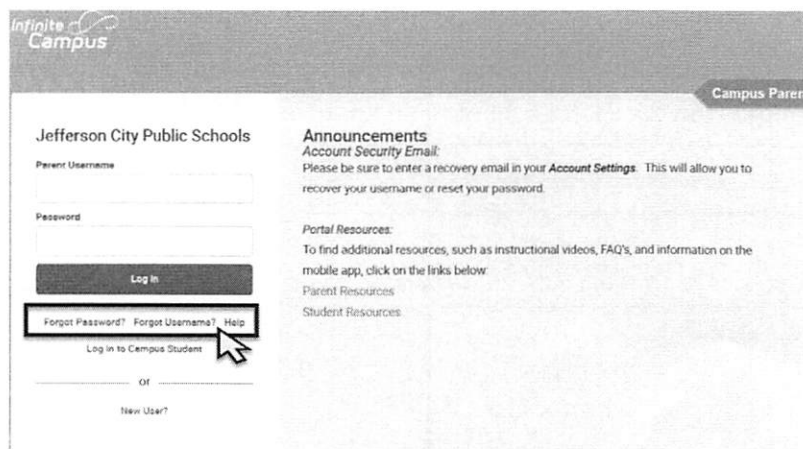


You will also receive an email validating the update.



## 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.