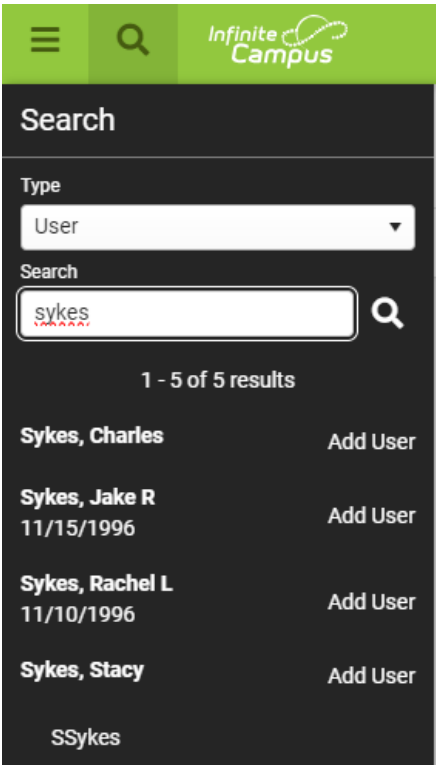# Infinite Campus - Add a User to Campus Parent/Student Portal

- In the Index, Search for User
  - Type in the last name
- Find the person you want to create a use for.
  - Click on their NAME
    - If they already have an account, you will see it under their name.
    - You can edit an account or change password.
- Enter a username
- Enter a Password
  - Mass Created MS 6th grade Student passwords are first initial of first name, first 2 letters of their last name, date of birth mmddyy (cra071558)
  - Otherwise it is bps & lunch code & # (bps25617#)

- Select the Home Page
  - For Parents, choose Campus Parent Portal.
- Uncheck the Force Password Change Box

- Save

NOTE**

- Ask questions of the parent to be sure it is the correct person and they have rights. Verify phone number and email address.

- Step Parents do not get portal rights - Guidelines