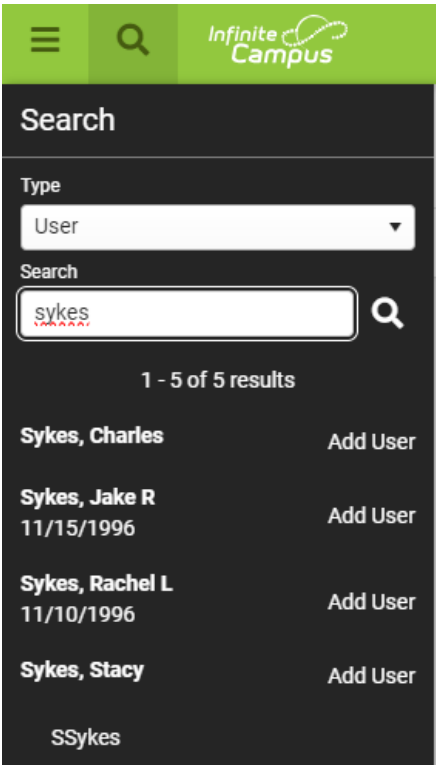


Infinite Campus - Add a User to Campus Parent/Student Portal

- 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#)



Creating account for: Smith, Aaron

Username *

Home Page *

Campus Application

Choose or generate password: ⓘ

Password *

Verify Password *

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

User Account
 User Groups
 Tool Rights
 Calendar Rights
 A

Save
 Delete
 Login As User
 User Rights Summary

User Account Editor

*Username

Expires Date

☐ Force Password Change

☐ Disabled
 ☐ Exclude From Multi-Factor Authentication
 ☐ Time-based Two-factor Authentication w/ Enhanced Security

Password
 Reset Password

Homepage

Campus Parent Portal

Home Page *

Campus Application

Campus Application

Campus Instruction

Campus Student Portal

Campus Parent Portal

Public Store

- Save

Save
 Save & Navigate

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](#)