

Waukegan Public School District #60

Campus Portal Acceptable Use Policy

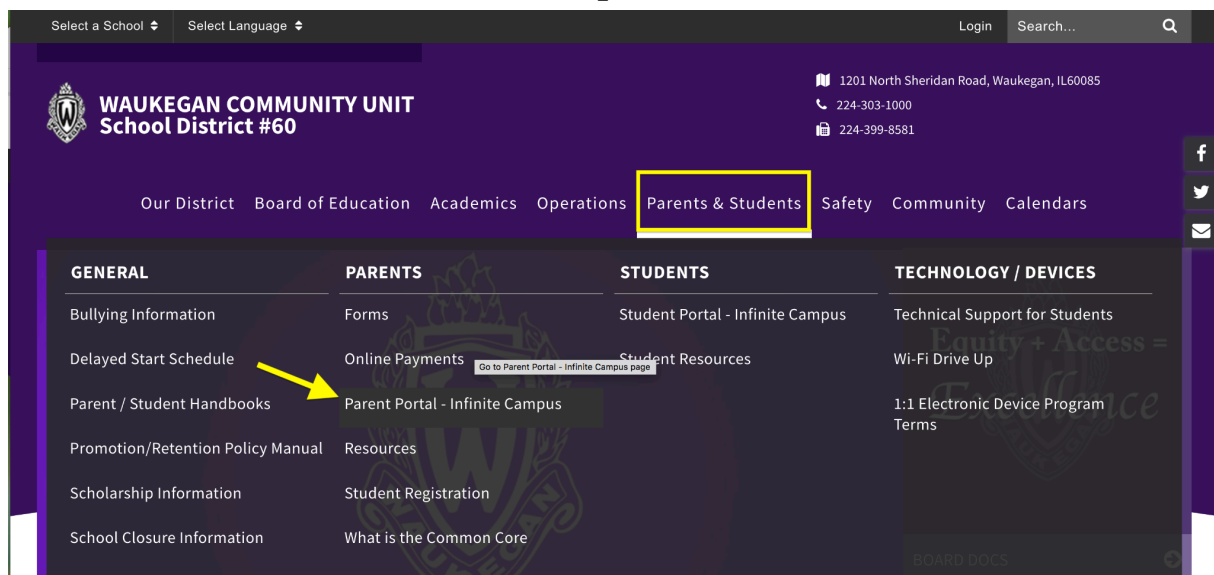
The Waukegan Public School District #60 has developed the Campus Portal. This is a useful, up-to-date information system that allows our Waukegan School Community to focus on our student learning. The Parent Portal allows parents to view their own child's school records. The Portal is available to every parent or guardian of students enrolled in the Waukegan Public School District #60. For the privilege of accessing the Campus Portal, every parent is expected to act in a responsible, ethical and legal manner. Failure to do so may result in loss of privileges for accessing the Campus Portal. Parents are required to adhere to the following guidelines:

1. Waukegan Public Schools continues to take cautionary measures to ensure the safety of our students, staff and community. For that reason we ask that you **please contact your child's school parent support email in order to receive your account information. If you do not have access to email please contact your child's school.**
2. Parents/guardians will each receive their own password for all their students.
3. Parents will not share their passwords with anyone.
4. Parents will not attempt to harm or destroy any data on any network.
5. Parents will not use Portal for any illegal activity, including violation of Data Privacy laws.
6. Parents will not access data or any account owned by another parent or user.
7. Parents who identify a security problem with the Campus Portal must immediately notify Campus Portal Help Desk at portalhelp@wps60.org.
8. Parents should not demonstrate this problem to anyone else.
9. Users who believe that someone else has their password must immediately notify the Campus Portal Help Desk at portalhelp@wps60.org. Arrangements will be made to correct this problem and reassign a new password. Please allow up to one week for response time.
10. Users who are identified as a security risk to the Campus Portal or any other district systems will be denied access to the Campus Portal.

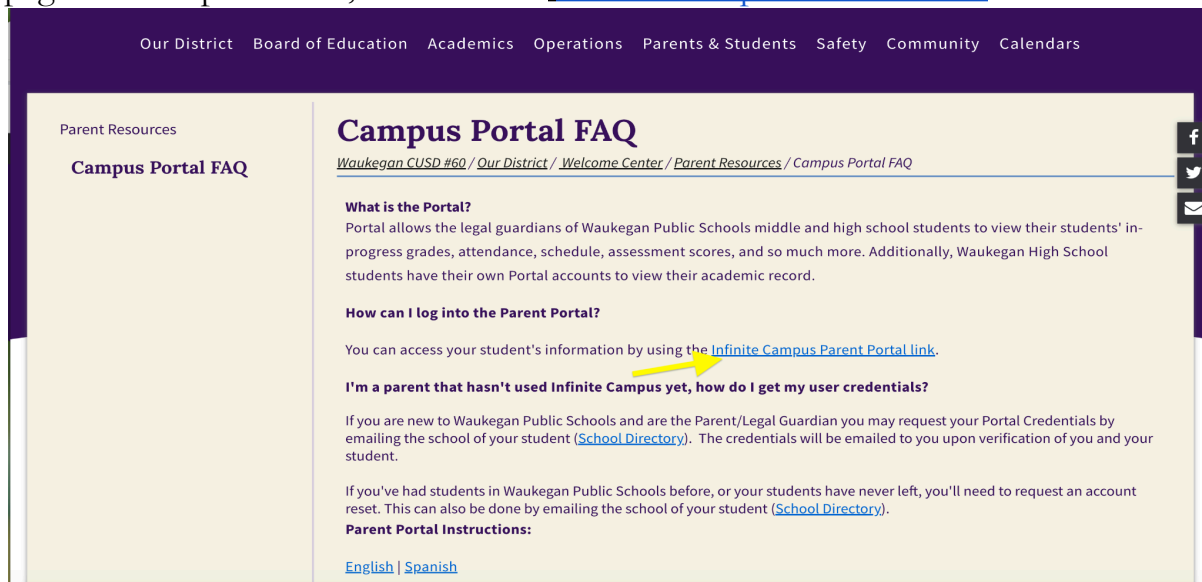
Instructions for Accessing your Campus Portal

We recommend that you use either Chrome or Firefox to access Campus Portal, both web browsers are available for free download. If you do not have access to the Parent Portal please see your school office and/or email portalhelp@wps60.org to request access.

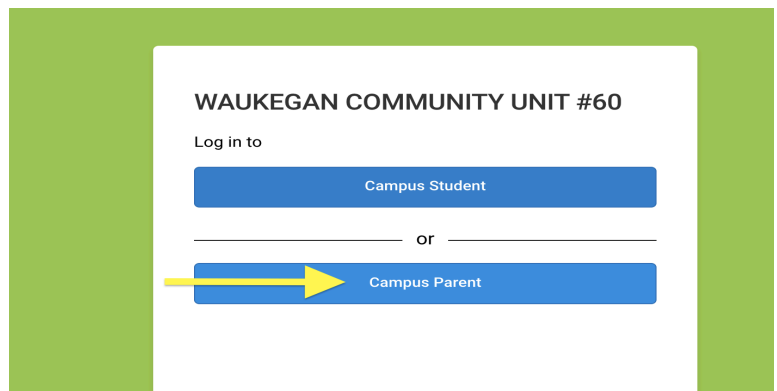
Step One: Go to www.wps60.org and proceed to hover your cursor over the **Parents & Students** link on the page. On the drop downs that open, select on the link titled **Parent Portal - Infinite Campus**.



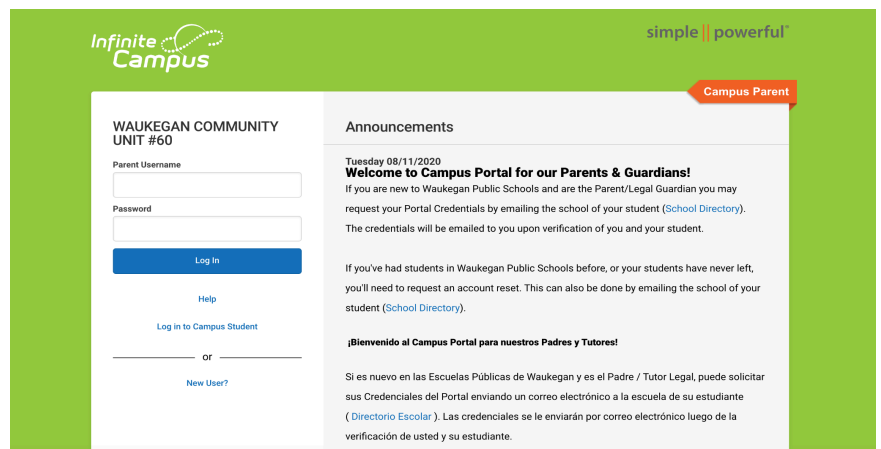
Step Two: You will find yourself on the Frequently Asked Questions (FAQs) page for Campus Portal, select on the [Infinite Campus Parent Portal](#)



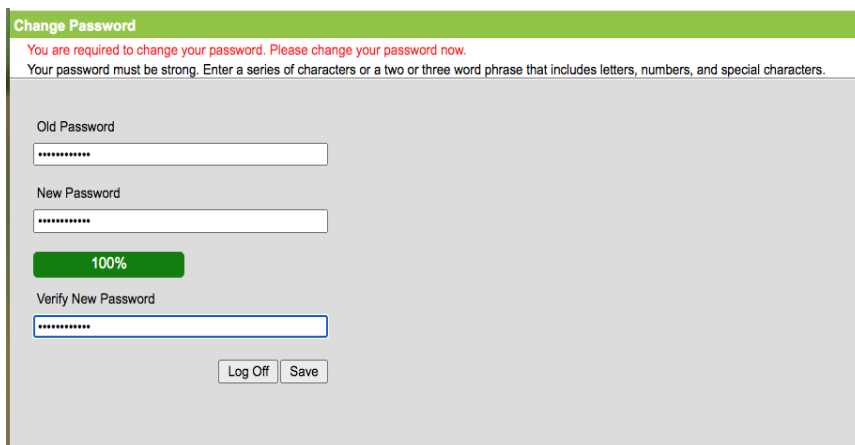
Proceed to selecting **Campus Parent**;

A screenshot of the Waukegan Community Unit #60 login page. The page has a green header with the text "WAUKEGAN COMMUNITY UNIT #60". Below the header, there is a "Log in to" section with two blue buttons: "Campus Student" and "Campus Parent". A yellow arrow points to the "Campus Parent" button. There is also an "or" separator between the two buttons.

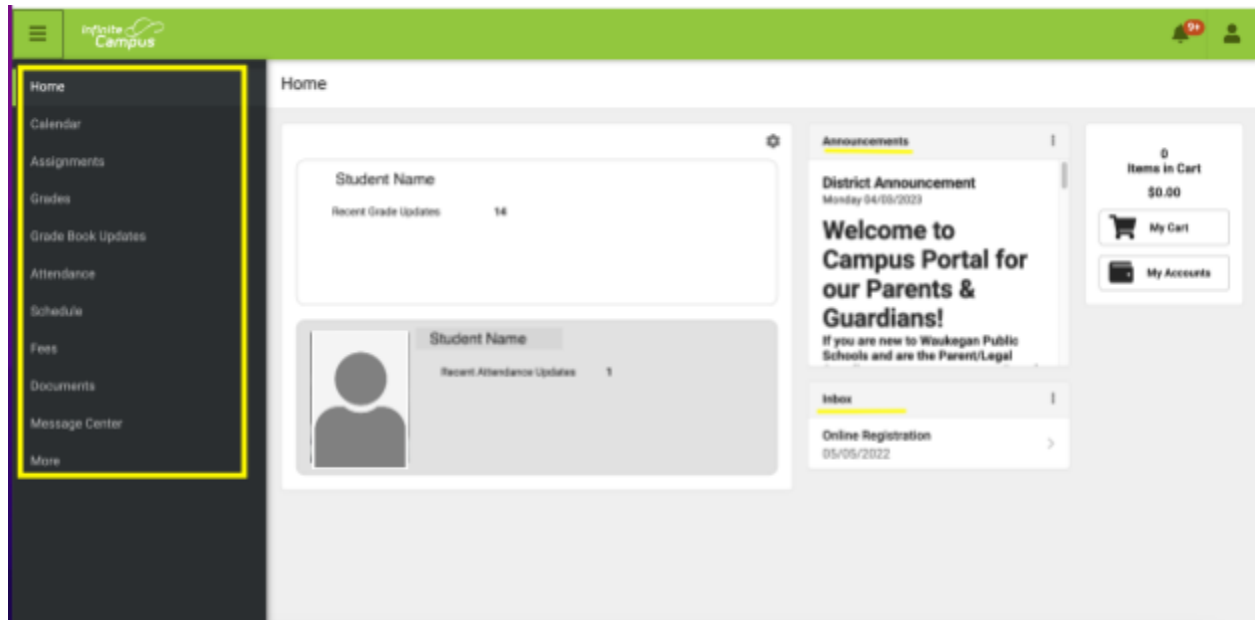
Step Three: Enter your Username and Password exactly as it appears in your letter, and then select the **Log In** button.

A screenshot of the Waukegan Community Unit #60 Campus Parent login page. The page has a green header with the text "WAUKEGAN COMMUNITY UNIT #60" and "simple || powerful". Below the header, there is a "Log in to" section with two blue buttons: "Campus Student" and "Campus Parent". A yellow arrow points to the "Campus Parent" button. There is also an "or" separator between the two buttons. Below the buttons, there is a "Log In" button. To the right of the login section, there is an "Announcements" section with a date "Tuesday 08/11/2020" and a heading "Welcome to Campus Portal for our Parents & Guardians!". The announcements section contains text about requesting Portal Credentials and a link to the School Directory. Below the announcements, there is a section titled "¡Bienvenido al Campus Portal para nuestros Padres y Tutores!" with text in Spanish about requesting Portal Credentials and a link to the School Directory.

Step Four: You will be prompted to securely set up your Portal account; the first task is to change your account's password. To do this, enter the password that was given to you, then enter a new strong password; which should include letters and numbers. If the bar next to New Password is not green **100%** after you have typed in your new password, you will not be able to save it.

A screenshot of the "Change Password" form. The form has a green header with the text "Change Password". Below the header, there is a red error message: "You are required to change your password. Please change your password now." and a note: "Your password must be strong. Enter a series of characters or a two or three word phrase that includes letters, numbers, and special characters." The form contains three input fields: "Old Password", "New Password", and "Verify New Password". The "New Password" field has a green progress bar next to it showing "100%". At the bottom of the form, there are two buttons: "Log Off" and "Save".

This is the general view of your Infinite Campus Parent Portal. On the left-hand side of the page you will see your listed options for viewing your student's information.



To access the **Online Registration** Portal from your Parent Campus Portal Account, select **More** located on the bottom left-hand side.

