

Registration 24-25 School Year

Welcome to Infinite Campus Registration!

What to Expect:

- Online registration helps us maintain student records and simplifies the registration process for you.
- Estimated Time: Returning users: 15-20 minutes. New users: Up to 30 minutes.
- Completion: Registration is complete only when all required forms (Steps 1-4 below) are finished.

Four Easy Steps:

1. [Registration Directions](#): Get started with the registration process.
2. [District Required Paperwork Directions](#): Complete all mandatory forms for your student(s)
3. [Additional Surveys](#): Fill out additional surveys requested by the district.
4. *NEW*: [MS/HS: Activity Registration](#) - Only: Guardians of MS/HS students participating in athletics or school sponsored activities.

Important Notes for Logging in (Steps 1-3)

- [Login](#): Use your existing Infinite Campus username and password.
- [New Users](#): Contact the district office if you haven't received your login credentials.
- Security Email: Provide a valid email address for password recovery if needed.
- Forgot Login Info? Click the links below the "Campus Parent/Campus Student" buttons to reset username or password.

Thank you for using Infinite Campus! We appreciate your time and cooperation in completing this registration digitally.

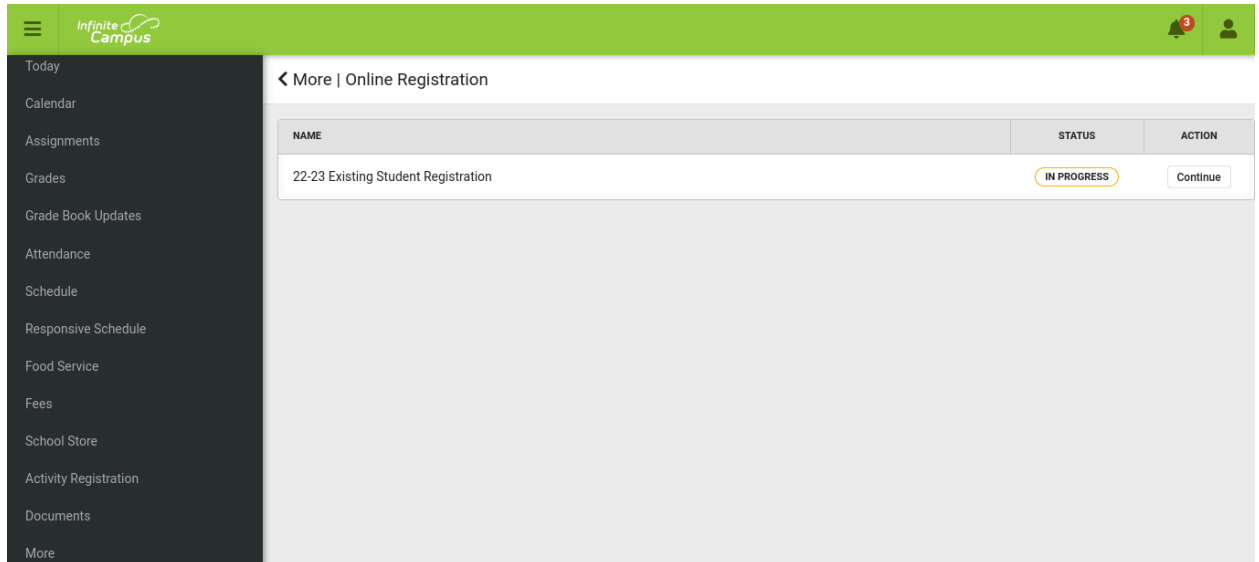
Registration:

This process helps to ensure that your family information is up-to-date.

After logging into IC:

Go to More - left side menu

Go to Online Registration - 'Get Started' or if you already began this process it will say 'in progress'.



Write down the number it gives you on the next screen. If you get interrupted, you can return to where you left off.

Complete all sections for ALL of your children, whether they are in school or not. If the information is correct, you can move quickly through these sections after confirmation.

Be sure you have at least one emergency contact with updated contact information.

When complete, click submit.

Complete District Required Forms:

Elementary Students:

- ☐ 24-25 ES Student Handbook - One guardian signature is required.
- ☐ Optional: Over-the Counter Medication Form

MS/HS Students:

- ☐ 24-25 MS/HS Student Handbook - One guardian and student signature is required
- ☐ Chromebook Protection Plan - opt in/opt out*
(See instructions [here](#))
- ☐ Direct Admissions - Incoming Juniors only
- ☐ Optional: Over-the-Counter Medication Form

Parents/Guardians:

Locating the Forms Menu:

1. Look for the Menu on the left-hand side of your screen.
2. Click on Documents.

Identifying Registered Child:

- In the upper right corner, you'll see a picture and name. This indicates the child whose forms you're currently viewing.
- If you have multiple children registered, you can switch between them by clicking on the picture and selecting the desired child's name.

Form Completion Status:

Here's a breakdown of the labels you might see next to each form:

- **NEEDS ATTENTION:** This form hasn't been started yet.
- **IN PROGRESS:** You've begun filling out this form but haven't completed it.
- **SIGNED & PENDING:** Partially completed forms (may require student signature).
- **SUBMITTED & COMPLETE:** This form is fully filled out and submitted.

Your page could look like this:

Completing and Signing Forms in Infinite Campus:

Opening and Reviewing a Form: (for ease in viewing, you may want to complete these documents using a larger screen.)

- **Choose a Form:** Click the right arrow next to the desired form on the list.
- **Read and Complete:** The form will open in your web browser. Read through it and ensure all required fields are filled out.

Saving Your Progress:

- **Save in Progress:** Click the "Save Progress" button if you need to pause and come back later.

Signing the Form:

- **Next Action:** Click "Next Action" to proceed to the signature section.
- **Electronic Signature:** Click the red paper/pencil icon to add your electronic signature to the form.*NOTE: Only one adult signature is required for any forms.

Submitting and Saving Options:

- **Submit Form:** Click "Submit" to finalize and send the completed form.
- **Save Progress (Optional):** If you want to finish the form later, click "Save Progress" again.

Additional Signers:

- Other family members can also e-sign forms by following these same steps after logging into their own Infinite Campus account.

Student Signatures:

- Students can only sign forms **after** a parent/guardian has signed and submitted them.

Chromebook Protection Plan:

This plan is required for Hillsboro MS/HS students only.

Login to [Infinite Campus](#)

1. Choose Activity Registration>New Registration
2. Choose School - Hillsboro MS/HS
3. Choose Hillsboro MS/HS
4. Click View on the 2425 Chromebook Protection Plan
5. Choose a 'Recipient' from the dropdown - any students not in this building or not required to fill out this form will be grayed out. If you have multiple students in the MS/HS, you will need to do this multiple times.
6. Choose Activity Options: Opt In or Opt Out
7. Complete the Required Form that is available.
8. **Scroll** down to **Sign** them.
9. Click **Submit**.the required paperwork.

3. Choose 'Add to Cart'.

4. Go to "My Cart".

Follow the instructions to 'check out' for that child OR choose another student in the upper right drop-down menu to complete this process for another child.

You will be able to 'check out' for all of your children at one time.

*Note there are fees that are incurred with the online payment system.
Payments can be dropped off in person to the District Office.

Additional Surveys:

Please complete each of these surveys in order to complete your registration. These are also located within the first step of registration within Infinite Campus.

Encuestas adicionales en español: haga clic [aquí](#)

Please complete each of these surveys in order to complete your registration. These are also located within the first step of registration within Infinite Campus.

[Transportation Survey](#) - Families will identify transportation needs for the upcoming school year.

[Home Language Survey](#) - The information on this form helps us identify students who may need help to develop the English language skills necessary for success in school.

[Military Information Release](#) - Required for 11th & 12th grade families

[Digital Equity:](#)

MS/HS: Activity Registration:

In an effort to ensure all students are aware of the extra curricular opportunities that are available, please register for any athletics or activities your child may be interested in. There are no charges for these options.

Login to [Infinite Campus](#)

1. Click **Activity Registration> New Registration**
2. Click **MS/HS**
3. Click **Activity or Athletics**
4. Click **View** on the course you would like to register. A new window will open on the side.
5. Choose **Recipient** in the list of your children who will take the course.
6. Click **Submit**.
7. Click **Add to Cart**.
8. Click **Submit**.

You will be able to add multiple courses for multiple children to your cart.

When complete, click **My Cart**.

Check out.