

Infinite Campus Parent Portal Guide



Access to accurate, current, and confidential information about your student's:

- School Attendance
- Grades
- Class Assignments
- Messages
- and more

Access Log

This tool lists the IP address from which parents accessed the portal, the time it was accessed and if it was a successful login. This can be used to monitor authorized account access.

Change Account Info

Parents are given the rights to change their account information online. Parents can only change the password, not the username.

Log Off

When finished using the portal, parents and students must click the log-off option. Failure to utilize this procedure may cause poor computer performance.

Change Contact Info

Parents can email the school to change their email address, mailing address, etc.

Minimum Computer Requirements

The following are the supported platforms for the Campus Portal. PC: Campus supports Windows Vista, XP, and 2000 Professional. Macintosh: Campus supports Mac OS X and OS 9.2.2.

Campus Portal Summary

Being involved in your child's academic life opens communication between you, your student and the school. Using the Campus Portal to review daily attendance and assignments will aid your child in being more active and aware of their success as a student. For additional information on the Campus Portal, contact Mrs. Brown at tresabrown@utopianacademy.com.

Parent & Student Portal

If you have an existing portal account:

- Click [HERE](#), enter your username and password and click Sign In.
- If you've forgotten your username or need to reset your password, please send an email to tresa.brown@utopianacademy.com

If you have an Activation Key but have not created your account:

- Click [HERE](#), enter your Activation Key and click Submit.
- Enter a username and password and click Create Account. We encourage you to select a unique username and password that you will only use for Campus access. Passwords must include letters and/or numbers and be at least 8 characters long.
- Follow the instructions on that page to go to the login page and sign in.

Please note:** An error message that states * indicates that the Activation Key entered is incorrect. Please try typing the Activation Key again. An error message that states The Activation Key you entered has already been used to create a Campus Portal account means that you have successfully created an account already. If you do not know your username and Password, please send an email to tresa.brown@utopianacademy.com*

To sign up for a portal account:

- Click [HERE](#), enter the student's *social security number and birthdate* and click Submit to receive your GUID. **NOTE: This 32 digit number is your Activation Key.**
- Click the link to Activate Your Parent Portal Account Now.
- Enter your Activation Key and click Submit.
- Enter a username and password and click Create Account. We encourage you to select a unique username and password that you will only use for Campus access. Passwords must include letters and/or numbers and be at least 8 characters long.

Follow the instructions on that page to go to the login page and sign in.

If you are unable to log in using the username and password you selected, please send an email to tresa.brown@utopianacademy.com