

Campbell County Schools

Infinite Campus Parent Portal

Step-by-Step Instructions for First Time Log On

1. Log on to the secure Internet address for the Parent Portal (this link can also be accessed by clicking on the Parent Portal icon located on the district website.)
<https://infinitecampus.kyschools.us/campus/portal/campbell.jsp>
2. Click on the link following the sentence "If you have been assigned a Campus Portal Activation Key, [click here](#)"

First time using Campus Portal?

If you have been assigned a Campus Portal Activation Key, [click here](#)
If you do not have an Activation Key, [click here](#)

Already have a Campus Portal account?

User Name

Password

Log In

[Problems logging in?](#)

3. Enter the Portal Activation Key provided in the letter you received into the appropriate boxes.

Click on the **Submit** button when you are done.

Activating your Campus Portal account

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal [Activation Key](#) sent to you by your child's school.

Activation Key

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Submit

4. You must now create a User Name and Password.
 - a. Type your desired User Name in the area indicated.
 - b. Type your desired Password in the area indicated. (it must be a minimum of 6 characters)
 - c. Retype your password.
 - d. Click on the **Create Account** button when you are done.

[Note: It is important that you keep your access information **private** and do not share it with anyone].

Campus Portal account creation successful!

Welcome you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

User Name

Password

Verify Password

Create Account

5. You are now ready to log into the system!
Click on the link indicated to access the Parent Portal login page.

Campus Portal account creation

Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page.

6. In the boxes indicated, type in the Username and Password you created in step 4. Click on the **Log In** button when you are done.

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Already have a Campus Portal account?

User Name

Password

Log In

[Problems logging in?](#)

7. You are now in the Parent Portal!

- By clicking on the **Schedule** link you will be able to view your child(ren)'s scheduled classes on the right. Click on the link for the class to see the grades for that class. Click on the teacher's name to send them an email.
- By clicking on the **Attendance** link you will be able to view your child(ren)'s daily attendance. [Please remember to wait 24 to 48 hours before you call the Office to report any errors.]
- By clicking on the **Assessment** link you will be able to view a record of your child(ren)'s State assessments. (not enabled yet)
- By clicking on the **Health** link you will be able to view your child(ren)'s immunizations – if they've been entered.
- By clicking on the **Reports** link you will be able to view and print your child(ren)'s schedule(s), view/print a Missing Assignments report, and view/print report cards (as they are available).
- To add/change your email address, click on **Change Contact Info**. In order for your child's teachers to see your email address, you need to check the box at the bottom that says "Teacher". It's suggested that you check all of these boxes.

8. In the interest of security, make sure to click the **Log Off** link when you are finished.