# Infinite Campus Portal Setup

**Release Agreement – Acceptable Use Policy for access to the Parent Portal for Infinite Campus**
The Parkway Board of Education believes parents/guardians should have access to the district network in order to obtain and make changes to official information pertaining to their family. This access is restricted to authorized users for official purposes only. Care must be exercised to ensure passwords and private data are secure and that unauthorized users are not permitted to access or make changes to your family's personal information. Passwords are not to be shared or recorded in any location that is accessible to unauthorized personnel. This agreement applies to all data and software residing on the Parkway School District's computer network.
NOTE: By activating your Parent Portal account, you acknowledge that you have read and understand this agreement.

## Initial Activation

In order to access the Parent Portal for the first time, you need to have an Activation Key. If you do not have the Activation Key please email – **ic-parenthelp @parkwayschools.net**.

Note: Communications between the user and Infinite Campus portal system will be via e-mail. The Infinite Campus portal system e-mail account is secure. The security of the user e-mail account is the responsibility of the user.

**Accessing the portal for the first time:** Go to the Parkway School District Website at

www.parkwayschools.net and click on Parents (located on title bar)

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You will then want to click on the link
"If you have been assigned a Campus Portal Activation
Key"

Your Activation key is made up of Characters that may contain zeros. There will be no letter "O"'s in the activation key.

**For example, your activation key might look like this: 123BC000-123A-000E-B0D2-11122B4A23E**

You will then enter your Activation Key into the boxes provided and then click the SUBMIT button.

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Once you enter your Activation Key, you will be prompted to enter a new username and a strong password.

Strong passwords must be between 8-10 characters and contain a combination of letters, punctuation, symbols and numbers. *The password must reach 100% in order to save your information*.
Choose Create Account.





After signing into your Portal Account for the first time you will be prompted to set up a recovery email account.


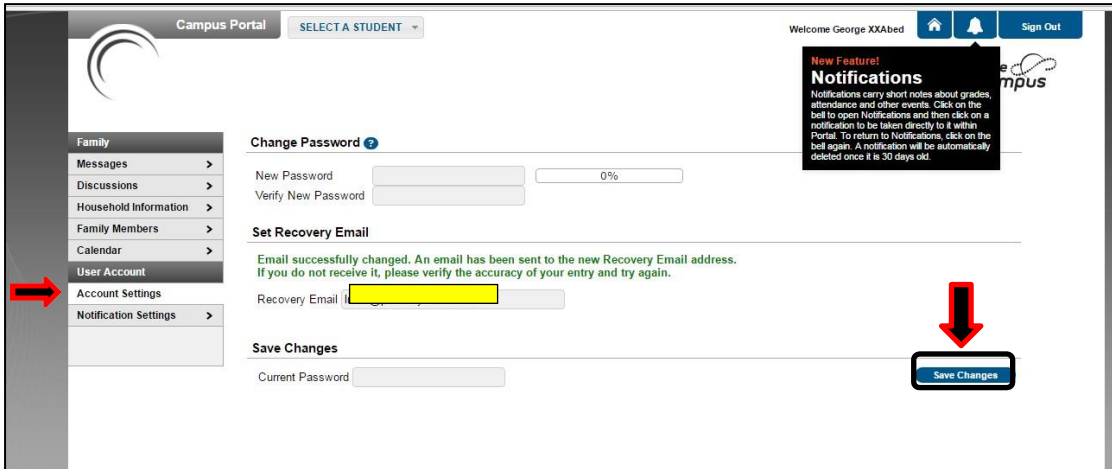## Account Settings – Set Recovery Email – New Users

All users logging into Campus for the first time are prompted to enter a RECOVERY EMAIL




## Account Settings – Set Recovery Email – Existing Users

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Sign into your parent portal account and choose **Account Settings** on the
left hand side to set your <u>recovery email address</u>. Save changes.



You will receive an email verifying the request.
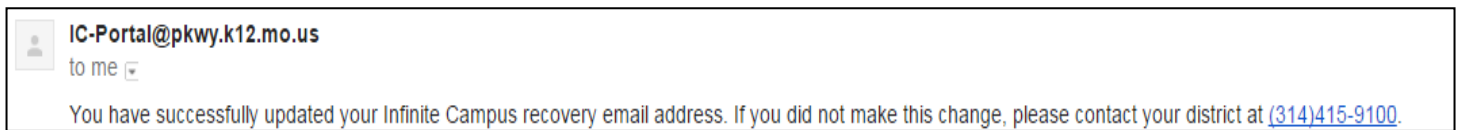


If you had previously entered a Recover E-mail address, you can recover your forgotten user name and password from
the **Forgot your password** option.

## Recovering Passwords via the Forgot Your Password Link





Once you enter your **Username** you will receive the email below.

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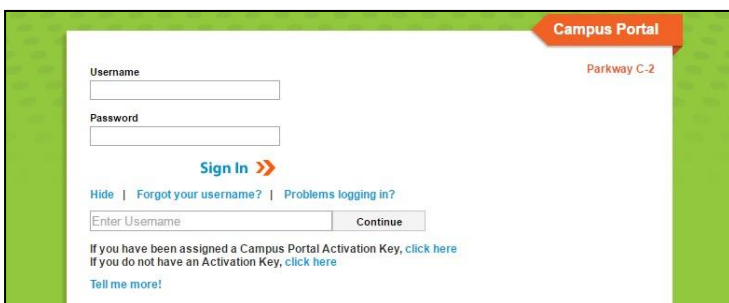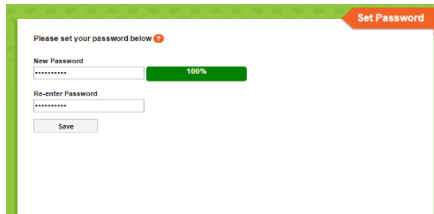This message is in response to a request made in Infinite Campus for an account password. If you did not make this request, please contact your district via phone at (314)415-9100.

You can begin the reset process by either clicking the URL below or by copying and pasting the URL into your browser. This link can be used one time only and will expire 24 hours from when this email was sent.

https://icampus.pkwy.k12.mo.us/campus/unique-link/V0fO1P2oScHga3Up?appName=parkway

**If you do not receive an email, we were unable to locate your account.**
**Please try again or contact your district for support.**

Click on the link and create your new password.



## Recovering Username via the Forgot Your Username? Link

Click on Forgot your username?



Enter your recovery email address.



> Please check your email for further instructions. If you do not receive an email, we were unable to locate

After entering in your Recovery Email you will see the message below.

# Infinite Campus Portal Setup

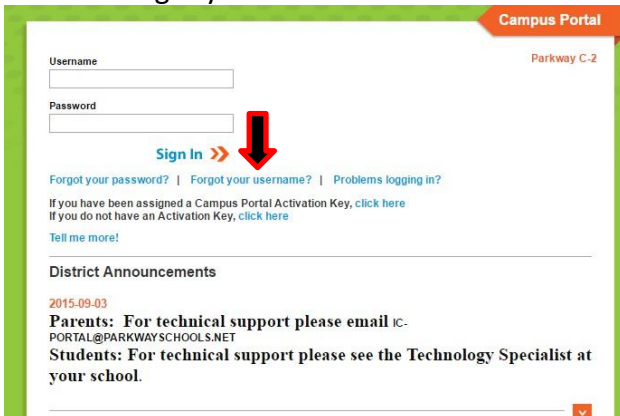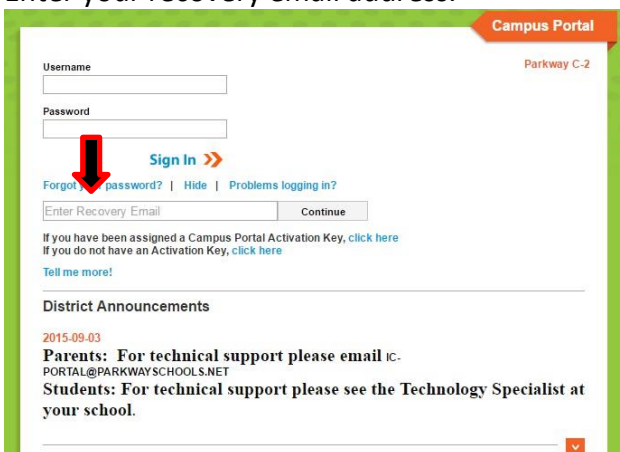> Please check your email for further instructions. If you do not receive an email, we were unable to locate your account. Please try again or contact your district for support.
> **Try Again**

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IC-Portal@pkwy.k12.mo.us
to me

This message is in response to a request made in Infinite Campus for a forgotten username. If you did not make this request, please contact your district via phone at (314)415-9100

The user account(s) and related login URL(s) associated with this email address appear below:

Your username is: testing123    http://icampus.pkwy.k12.mo.us/campus/portal/parkway.jsp

Your username is: xxgeorge    http://icampus.pkwy.k12.mo.us/campus/portal/parkway.jsp

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This is the response that you will receive after requesting your Username.

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This message is in response to a request made in Infinite Campus for a forgotten username. If you did not make this request, please contact your district via phone at (314)415-9100.

The user account(s) and related login URL(s) associated with this email address appear below:

Your username is: testing123    http://icampus.pkwy.k12.mo.us/campus/portal/parkway.jsp

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Please e-mail **IC-parenthelp@parkwayschools.net**, if you are still having trouble accessing the Infinite Campus Portal.