



Parent Portal Instructions

Accessing the Portal

The Portal can be accessed by parents of enrolled students. Parents will see all children in their household, or students that are related through the Guardian checkbox of the [Relationships](#) tool. Students can also be given access to the Portal, but they will only be able to access their own information.

Infinite Campus Transforming K12 Education®

Campus Portal District 0513

User Name
parent

Password
••••••

Sign In >>

HELP ▾

District Notices

2011-09-06
Infinite Campus & Parent Portal will not be available during this time frame:
starting Saturday, **September 10 at 12:00 a.m.**
and ending on **Sunday, September 11 at 11:59 p.m.**

In English | En Español | 中文简体 | 中文繁體

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The Portal web address is <https://infinitecampus.rowan.kyschools.us/campus/portal/rowan.jsp>

Portal can also be accessed by accessing the Rowan County Schools website at www.rowan.kyschools.us under **Parents and Students**



Parent Portal Instructions

First Time Logging In

Click Help, it will drop add some information to the screen:



Choose “If you have been assigned a Campus Portal Activation Key, click here”



Type in the GUID provided to you by your child's school.



Parent Portal Instructions

Username and Password Options

Password Reset functionality is enabled, strong passwords are automatically enforced and users are required to create a password that is at least eight characters long and meets three of the four qualifications listed:

- A lower case letter (a, j, r, etc.)
- An upper case letter (A, J, R, etc.)
- A number (3, 7, 1, etc.)
- A symbol (@, %, &, etc.)

If a user has forgotten their password they can select the **Forgot Your Password?** link to have a unique URL sent to their email which will walk them through the password reset workflow. See the [Recovering Passwords](#) section for more information.

If the user has forgotten their username they can select the **Forgot Your Username?** link to have an email sent to them containing their username. Users can request to receive their forgotten username up to 5 times per day. On the sixth try, the user will be locked out of their account and will need to wait until the next day to try again. All usernames associated with the email address entered will be listed in the email. See the [Recovering Usernames](#) section for more information.

Portal Areas

- [Student Assignment Submission \(Portal\)](#)
- [Family \(Portal\)](#)
- [Students \(Portal\)](#)
- [User Account \(Portal\)](#)
- [Student Online Assessment \(Portal\)](#)

Security Features

The Campus Portal incorporates the highest level of security. Parents/guardians can see only information related to the students they are authorized to view. The use of strong passwords, forced password reset and session timeouts ensure secure access.

Schools create households to which the student belongs, depending on the information provided about parent and guardian rights, living arrangements, etc. Parents and guardians will only have access to the links which they have been given permission, to ensure student privacy. Students who have access to the Portal only have access to view their own data.



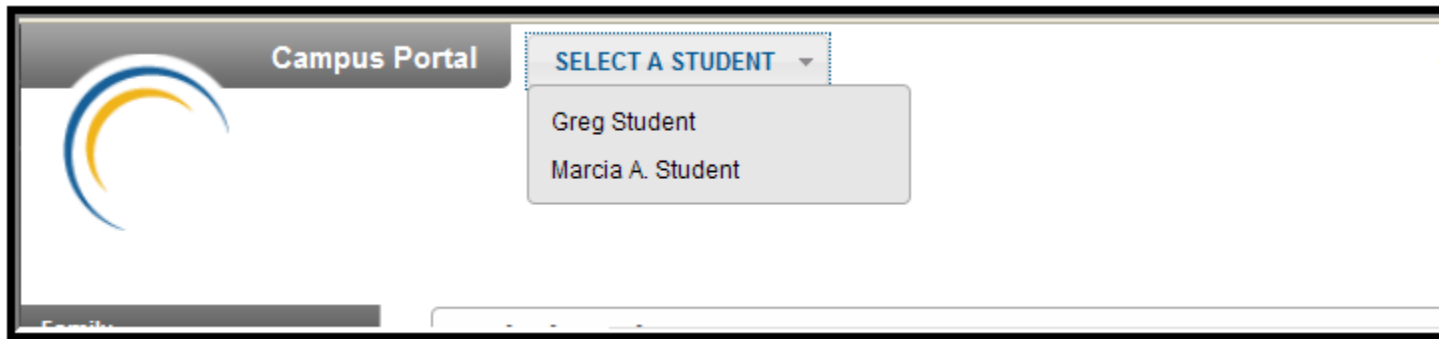
Parent Portal Instructions

Navigating the Campus Portal

Once logged in, an index of accessible information for the household as a whole is listed in the navigation pane located on the left hand side of the screen. **Sign Out** and **Home** buttons appear in the top right corner of the screen, with the **Name** of the individual logged into the Portal appearing next to these buttons. Clicking the **Home** button will take the user back to the homepage seen upon signing in. This page contains the **Family** and User Account sections of the navigation pane. When a user first logs in the **Messages** tab located in the Family section is selected.



Use the **Select Student** drop down in the top left of the screen to view all of the students a user has rights to view and select a student to view Portal information for that student only. Only students with an enrollment in the current year or an enrollment next year will display in the list.



Students can be enrolled in multiple calendars or schools. When this is the case, another dropdown menu will indicate which enrollment information is currently being viewed and will allow the user to view the information from other enrollments in the current year.



Parent Portal Instructions

The screenshot displays the Parent Portal interface. At the top left, there is a logo for Rowan County Schools. The main header area shows the name "Marcia Anne Student" and a "SELECT A STUDENT" dropdown menu. Below this, a dropdown menu is open, showing three options: "10-11 Honus Wagner Middle Scho", "10-11 Honus Wagner Middle Scho", and "10-11 001 Senior High". On the left side, there is a navigation pane with a "Marcia" tab and a "Course Registration: 11-12 001 Senior High" tab with a right-pointing arrow. On the right side, the date "June 2011" is displayed, along with icons for "Assignment(s) Due" and "Attendance". At the bottom, a calendar grid is visible with columns for "Sunday", "Monday", "Tuesday", and "Wednesday".

When signed in as a parent, the **Family** and **User Account** navigation panes appear on the left side of the screen. When a student is selected in the **Select Student** option, an information section specific to that student will appear above the Family section in the navigation pane. The tabs in the Family section apply to all students to which that user has rights. For example, when accessing the **Calendar** tab from the Family section, a calendar will display assignments, day events and attendance for all of the students, whereas when accessing the **Calendar** tab from the student section, only information specific to that student will appear on the calendar.



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Mobile Apps

The Portal is also available as an app for Android, iPhones, iPads and iPad Touch devices. Select the appropriate application button from the Portal Family Messages page to download the app and view student grades, attendance and assignments. You can also search in Google Play Store or iTunes store for INFINITE CAMPUS MOBILE PORTAL.



Once installed, you will need your District ID, which for Rowan County is **BNNZYH**.

You can also find the district ID on the portal website.

Username and password is the same you created with parent portal.