

## Infinite Campus Parent Portal Login Information

### **How do I log in?**

Open an Internet Browser to:

<http://www.cardinalschools.org> Under the Parent/Student menu, click on the link called Infinite Campus Portal Login then enter your user name and password.

The screenshot shows the Cardinal Schools website with the 'PARENTS/STUDENTS' menu open. A purple arrow points to the 'INFINITE CAMPUS FOR STUDENTS' link. Below the menu, there is a section titled 'Infinite Campus for Students and Parents' with a 'Parent Portal' sub-section. The text explains that parents can now access their child's academic progress and school fees through the portal. A 'Quick Links' section is also visible on the right side of the page.

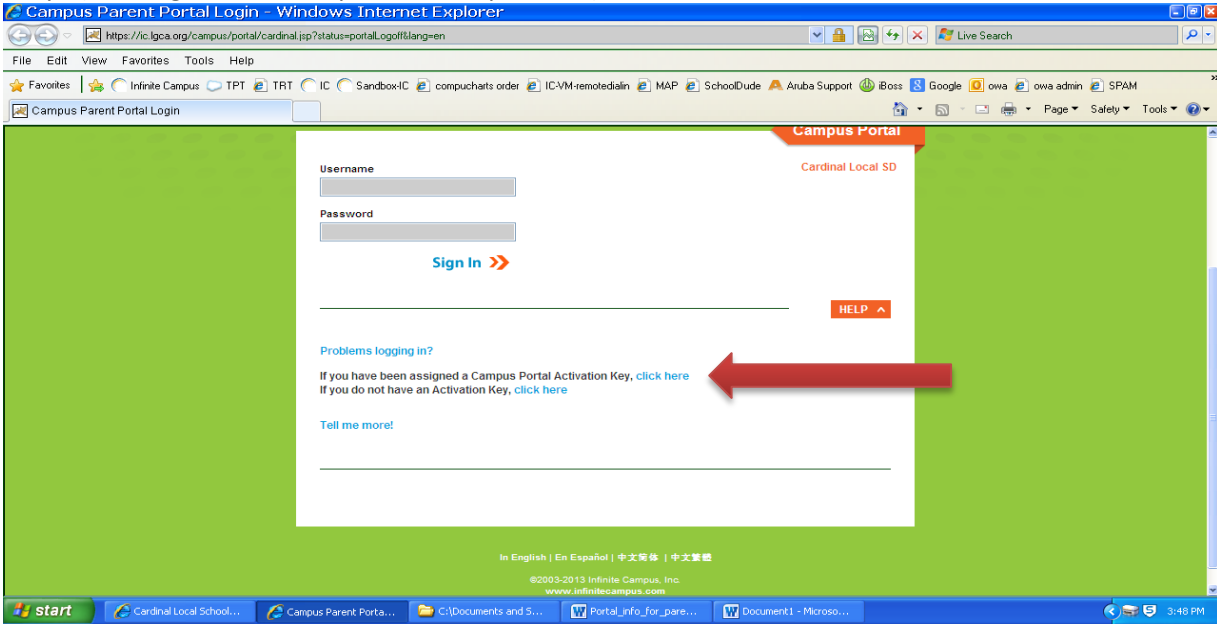
### **Logging in for the first time?**

Before you can log in to the Portal, you will need to complete the one-time task of entering the Campus Portal Activation key you received through the application process.

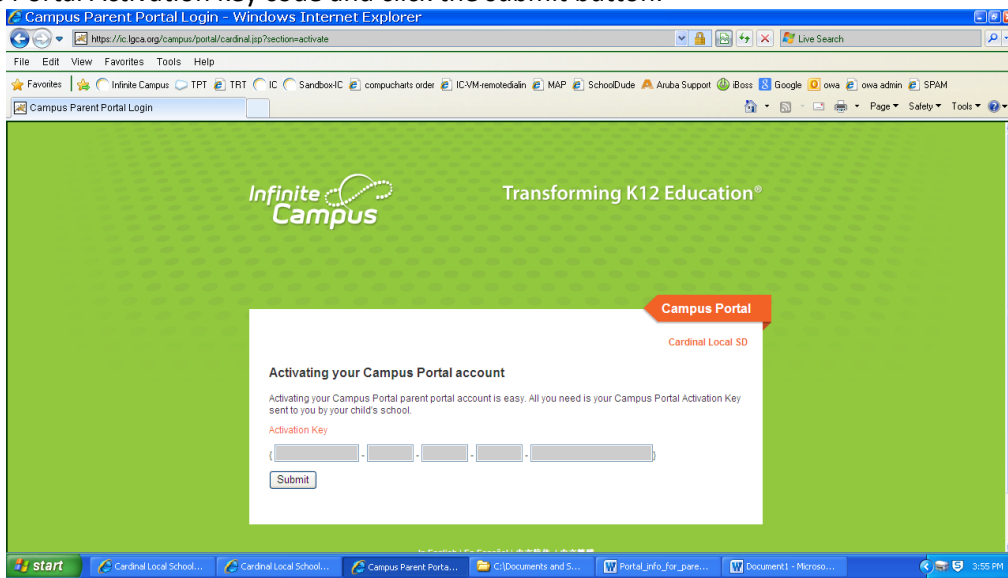
If you received an automated email from [cardinalmessenger@cardinalschools.org](mailto:cardinalmessenger@cardinalschools.org), when you click on the link in the email it will guide you thru the activation process.

The screenshot shows an email titled 'User Account Activation -- Test Message' from cardinalmessenger@cardinalschools.org. The email content includes a greeting, a message about access to the Infinite Campus Parent Portal, and an activation code. It provides a link to begin the process and states that the activation link expires on a specific date. The email is signed by Eva Bratnick, Information Systems Data Manager at Cardinal Local School District.

If you received an email containing an activation key, on the Portal homepage, click on the link indicating you have an activation key. (You might have to expand the help button). See the red arrow below.



Enter the Campus Portal Activation key code and click the submit button.



You will be prompted to create your account by selecting and entering a user name and password. Verify the password was entered correctly then click the Create Account button. Once your account has been created, click the link to return you to the Log In Page.

Once you log in, it is recommended that you set your Account preferences (like and dislike images) so that the “Forgot Password” can be used. It will not work until you set these preferences and enter your current email address.

### **Did you Log Off?**

When you are finished using the Parent Portal, be sure to click the Log Off link.