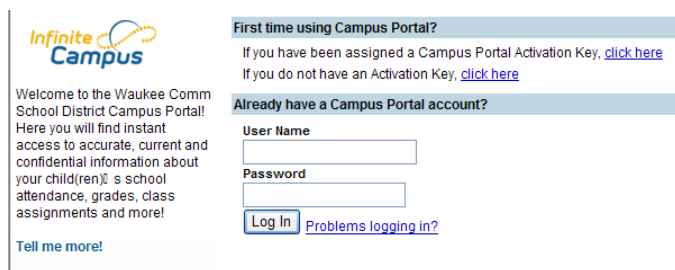


# Infinite Campus Parent Portal Setup

1. Open up your web browser and enter the following address:  
<https://epm2009.infinitecampus.org/campus/portal/stfrancis.jsp> or browse to the St. Francis home page, click on Links under the banner, then under the list of School Links, choose Infinite Campus Parent Portal. Please be sure to bookmark this page for easy access later.
2. The Parent Portal Login page will display.



**Infinite Campus**

Welcome to the Waukegan Comm School District Campus Portal! Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!

[Tell me more!](#)

**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](#)

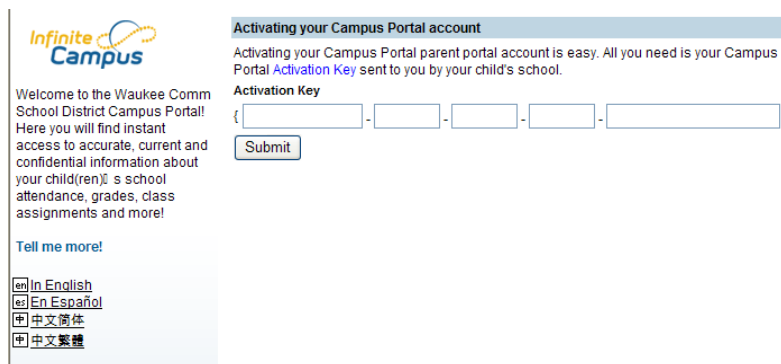
**Already have a Campus Portal account?**

User Name

Password

[Problems logging in?](#)

3. At the top of the page under the heading “First time using Campus Portal” click the appropriate “click here” link for entering your activation key.



**Infinite Campus**

Welcome to the Waukegan Comm School District Campus Portal! Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!

[Tell me more!](#)

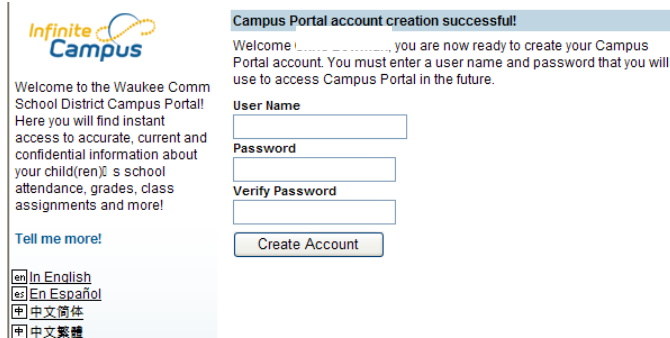
**Activating your Campus Portal account**

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.

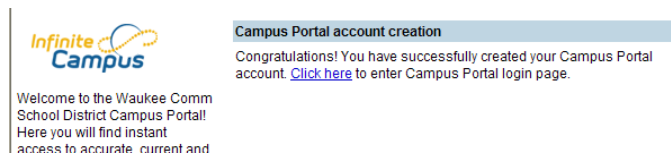
Activation Key  
{  -  -  -  -  }

[In English](#)  
[En Español](#)  
[中文简体](#)  
[中文繁體](#)

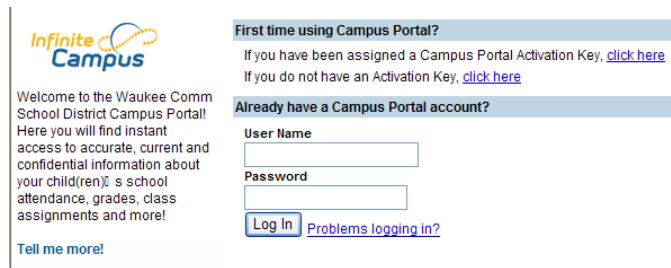
4. Type your activation key into the blanks provided, exactly as they are written, then click Submit.



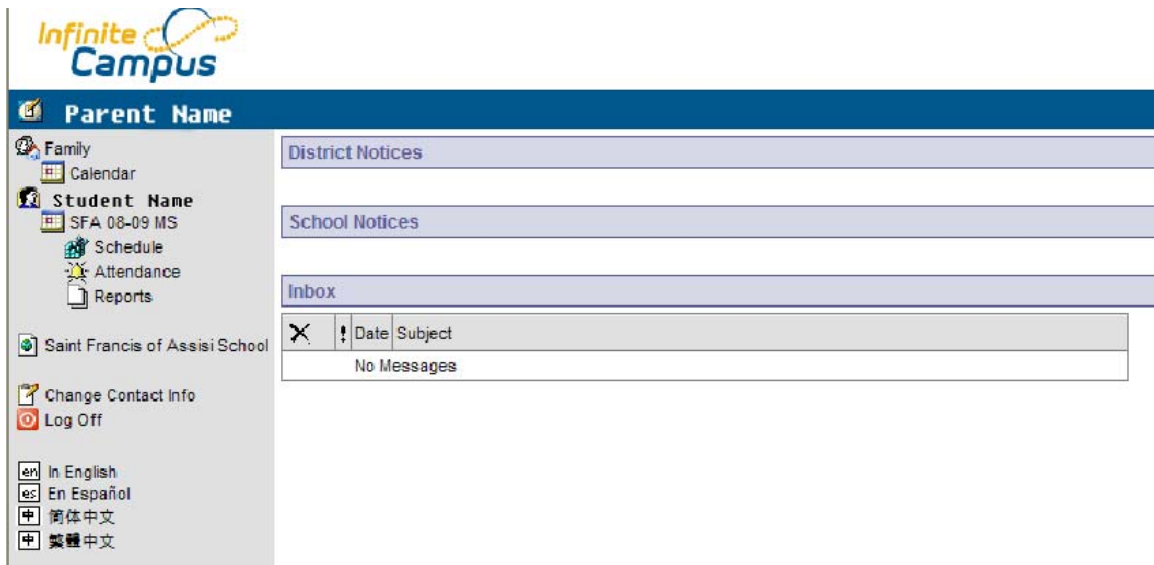
5. You will be prompted to create a username and password.



6. Once your account is successfully created, a congratulations message will appear. Click the “click here” button to enter the Campus Portal login page.



7. Enter your newly created username and password, and then click the Log In button.



8. Along the left hand side of the screen you should see your name across the top. Under your name you will see the navigation bar.
  - a. The top link “Family” allows you to see your contact information. If changes need to be made to the contact information, please contact the school office.
  - b. The next link is “Calendar” This allows you to see assignment information as well as events for all of your Middle School students.
  - c. Under the calendar you will see your student(s) name(s). Directly under their name will be a link for their personal calendar with just their assignments and events listed.
  - d. Below their calendar is a link for their schedule. The schedule shows the classes your student is enrolled in, what period and days of the week their classes meet. Click on the teacher’s name to open a new email message to the teacher.

	Term T1	Term T2	Term T3
<b>Tech</b>	Empty		
<b>HR</b>	<b>Homeroom-81 Attendance (M, T, W, R, F)</b> <input checked="" type="checkbox"/> Mrs. Mistry Rm: 401		
<b>Mass</b>	Empty		
<b>1</b>	<input checked="" type="checkbox"/> <b>Art 8-1-81 8th Grade Art (T1) (M, W)</b> <input checked="" type="checkbox"/> Mr. Southward Rm: 429 <hr/> <input checked="" type="checkbox"/> <b>Span 8-1-81 8th Grade Spanish (T1) (T, R)</b> <input checked="" type="checkbox"/> Mrs. Buckmiller Rm: 235	Empty	
<b>2</b>	<input checked="" type="checkbox"/> <b>PE 8-1-81 8th Grade PE (T1) (M, R)</b> <input checked="" type="checkbox"/> Mrs. Hanson Rm: 434 <hr/> <input checked="" type="checkbox"/> <b>Music 8-1-81 8th Grade Music (T2) (T, W)</b> <input checked="" type="checkbox"/> Sr. Vikki Rm: 330		
<b>3</b>	<input checked="" type="checkbox"/> <b>LA 8-1-81 8th grade (T1) Language Arts (M, T, W, R, F)</b> <input checked="" type="checkbox"/> Ms. Mataloni Rm: 400		
<b>4</b>			
<b>Lunch</b>	Empty		
<b>5</b>	<input checked="" type="checkbox"/> <b>Math 8-1-81 8th grade (T1) Math (M, T, W, R, F)</b> <input checked="" type="checkbox"/> Mrs. Staff	Empty	

- e. Clicking on the name of the class will open the page that shows all of your student's assignments and scores for the current trimester. Grading Task Summary will not be populated until a final grade has been given. Towards the bottom of the page will be the Trimester Detail. This will list all of the assignments and the points earned out of the points possible along with the percentage and letter grade and any comments from the teacher. The grading scale is located at the bottom of the page.

Term T1 Trimester Detail						
Summative						
Name	Due Date	Assigned Date	Pts Poss	Score	%	Comments
Chapter 1 Quiz 1	08/28/2009		20	20	100	
Summative Totals			20	20	100%	
Term T1 Trimester Totals			20	20	100%	

- f. Below the Schedule link will be the Attendance link. Click on the Attendance link to view your student's attendance record.
- g. Below the Attendance link will be the Reports link. Available under the Reports link is a printable version of your student's schedule and the Missing Assignments report.

The screenshot shows the Infinite Campus Parent Portal interface. At the top left is the Infinite Campus logo. Below it is a blue header bar with the text "Parent Name". To the left of the main content is a navigation menu with the following items: Family, Calendar, Student Name, SFA 08-09 MS, Schedule, Attendance, Reports, Saint Francis of Assisi School, Change Contact Info, and Log Off. At the bottom of the menu are language options: In English, En Español, 繁体中文, and 繁體中文. The main content area on the right has three sections: "District Notices" (empty), "School Notices" (empty), and "Inbox". The Inbox section has a table header with columns for "Date" and "Subject", and a message that says "No Messages".