

## **Infinite Campus Parent Portal Access Instructions**

Questions? Please e-mail [dhsportal@dist113.org](mailto:dhsportal@dist113.org) (for Deerfield) or [hphsportal@dist113.org](mailto:hphsportal@dist113.org) (for Highland Park)

Your Infinite **Campus Parent** account allows you to view the following items:

- [Message Center](#)
- [Today](#)
- [Calendar](#)
- [Grades](#)
- [Attendance](#)
- [Schedule](#)
- [Academic Plan](#)
- [Food Service](#)
- [Fees](#)
- [School Store](#)
- [My Cart](#)
- [My Accounts](#)
- [Documents](#)
- [More](#)

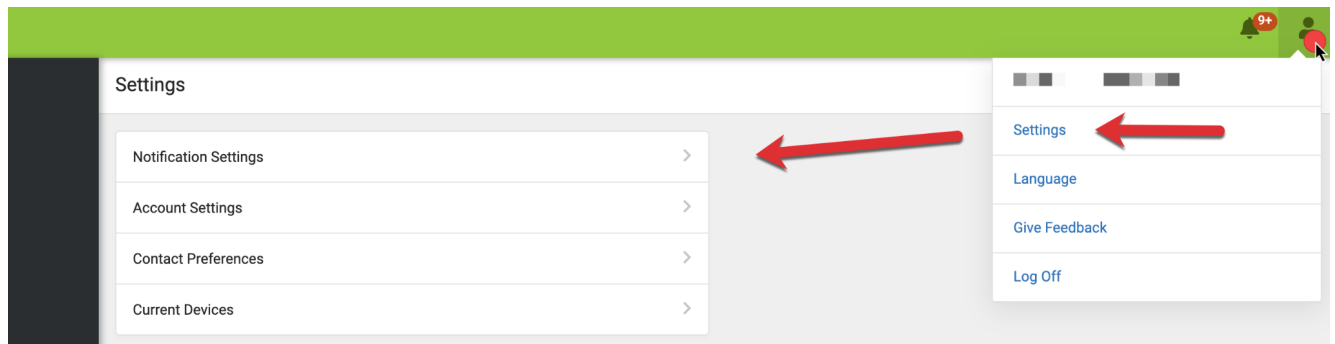
**Please remember the following guidelines when you access your Infinite Campus portal:**

- Be careful not to overreact. The information that is posted online shows only those assignments that have been recorded so far. Ongoing assessments may raise or lower a grade prior to the conclusion of the grading period.
- Different courses and instructors have varying systems for evaluating work, calculating and reporting grades. This information will be communicated at Open House and through the course syllabus and policies posted on the teacher's website.
- Online updates will vary from class to class. All online grades will be up to date at mid-quarter and at the end of each marking period. Check Schoology for the most up-to-date grades for your student. Grades in Infinite Campus will update on a nightly basis.

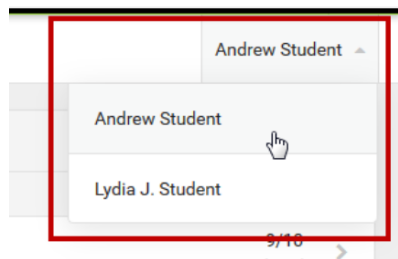
### **Logon and user instructions**

- Use the username and password you created for your account. If you have not created an account or do not remember your login, email [dhsportal@dist113.org](mailto:dhsportal@dist113.org) (for Deerfield) or [hphsportal@dist113.org](mailto:hphsportal@dist113.org) (for Highland Park); Students will login differently with the EAS & Student Login button
- Navigate between tools in the menu on the left. On mobile devices, this menu shrinks to a "hamburger" or "three bars" icon to save space

- Click the user icon in the top right to view Notification Settings

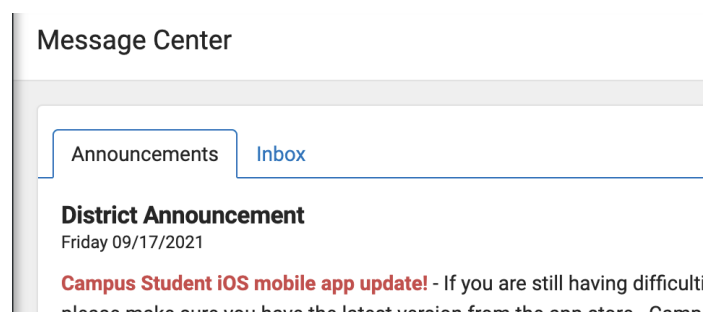


- **Parents:** If a tool is specific to a single student, such as Grades or Schedule, a student dropdown list displays in the top right corner. The dropdown does not display for tools that are not student specific like Announcements.



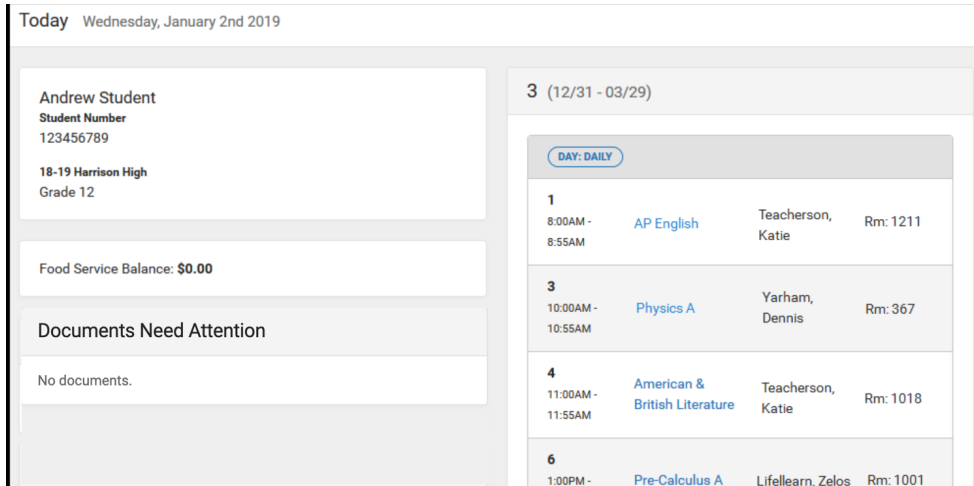
## Message Center

The Message Center includes Announcements, Inbox and Survey (when applicable). Announcements are posted at a school or district level and cannot be deleted or archived. Inbox displays messages sent to the individual. Surveys only displays when there is an open and unanswered survey.



## Today

The Today view shows the selected student's schedule for the current day, with times of the periods during the day and the courses with teacher's name and room assigned. The view also displays the student's lunch balance and any documents that need attention.



Today Wednesday, January 2nd 2019

Andrew Student  
Student Number  
123456789  
18-19 Harrison High  
Grade 12

Food Service Balance: \$0.00

Documents Need Attention  
No documents.

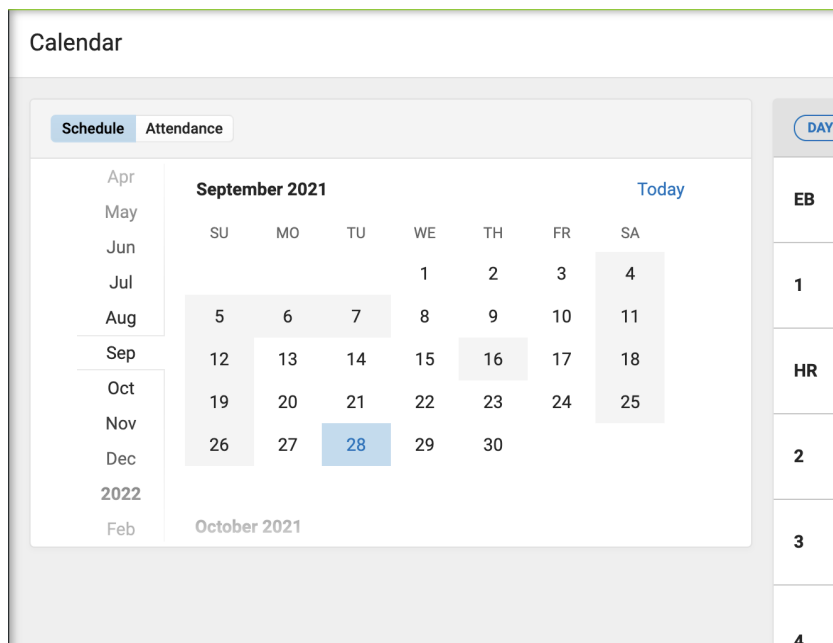
3 (12/31 - 03/29)

DAY: DAILY

1	8:00AM - 8:55AM	AP English	Teacherson, Katie	Rm: 1211
3	10:00AM - 10:55AM	Physics A	Yarham, Dennis	Rm: 367
4	11:00AM - 11:55AM	American & British Literature	Teacherson, Katie	Rm: 1018
6	1:00PM -	Pre-Calculus A	Lifellearn, Zelos	Rm: 1001

## Calendar

The Calendar displays data in two different modes: Schedules and Attendance. For Attendance, dots display below dates that have data. Select a mode and date to view the data.



Calendar

Schedule Attendance

DAY: DAILY

Month	SU	MO	TU	WE	TH	FR	SA
September 2021				1	2	3	4
October 2021	5	6	7	8	9	10	11
November 2021	12	13	14	15	16	17	18
December 2021	19	20	21	22	23	24	25
January 2022	26	27	28	29	30		
February 2022							

EB

1

HR

2

3

4

## Grades

The Grades tool shows all of the grades earned by the selected student. Show grades for a single term or for the whole year by selecting an option at the top.

Grades

Latest Info from Dr. Law

All Terms S1 S2

Term S1 (08/16 - 12/31) Settings

ALGEBRA I

In Progress A-

Semester

EB PHYSICS

In Progress A

## Attendance

The Attendance tool lists the absences and tardies for attendance taking periods in the selected term. Navigate between terms using the options at the top. Click on a period to view details.

Attendance

Latest Info from Dr. Law

S1 S2

Term S1 (08/16 - 12/31)

COURSE	ABSENT	TARDY
ALGEBRA I	■	■
EB PHYSICS	■	■

## Schedule

The Schedule tool shows the student's schedule for each term, including any day rotations.

Schedule Andrew Student

1 (07/03/2017 - 10/06/2017)

1	8:40AM - 9:35AM	AP Literature	Teacherson, Katie	Rm: 1004
2	9:45AM - 10:05AM	Personal Finance	Abra, Dean	Rm: 210
3	10:10AM - 11:05AM	AP US History	Benson, Denna	Rm: 1004
4	11:05AM - 12:04PM	Spanish II A	Lifellearn, Lewis	Rm: Tech Lab B

## Academic Plan

The Academic Plan displays the student's assigned Academic Program and the courses the student has planned to take.

### Academic Plan

Choose an Academic Plan:

Graduate requirements 2012 and beyond

Post Grad Location  Post Grad Plans

## Food Service

The Food Service tool shows current account balances, transactions, Account History, and Account adjustments. The Pay button allows you to put food in the food service account. More detailed instructions can be found [here](#).

### Food Service

ACCOUNT NAME	ACCOUNT #	BALANCE
<input type="text"/>	13	\$ <input type="text"/> >
<input type="text"/>	17	\$ <input type="text"/> >

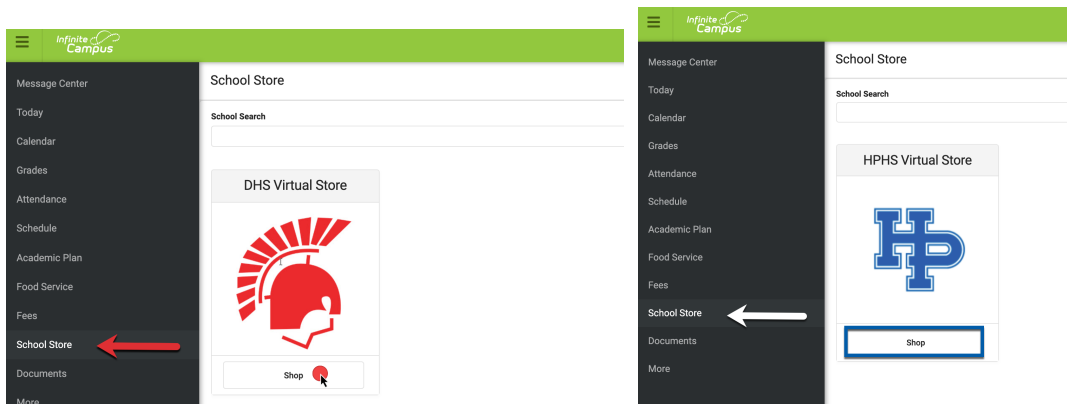
## Fees

The Fees tool provides a list of all fees assigned to a person. Fees default to the unpaid fees in the current school year. The School Years dropdown allows you to view fees from other years and the Type dropdown allows for paid fees. Users can click **Add to Cart** on fees and then checkout from their cart to make payments.

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	
FS Classroom Healthy Treat	06/03/2019	Smith, Tyler T	0.00	>
Field Trips	07/22/2019	Smith, Tyler T	0.00	>
MS Boys 1st Athletic Sport Fee	09/13/2019	Smith, Tyler T	0.00	>
Field Trips	09/16/2019	Smith, Jennifer R	400.00	IN CART >
Donations	09/17/2019	Smith, Tyler T	500.00	Add to Cart >
<b>Subtotal</b>				

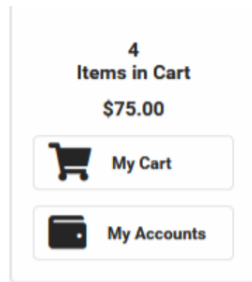
## School Store

The School Store is where you can select school supplies, activity fees or make donations.



## My Cart

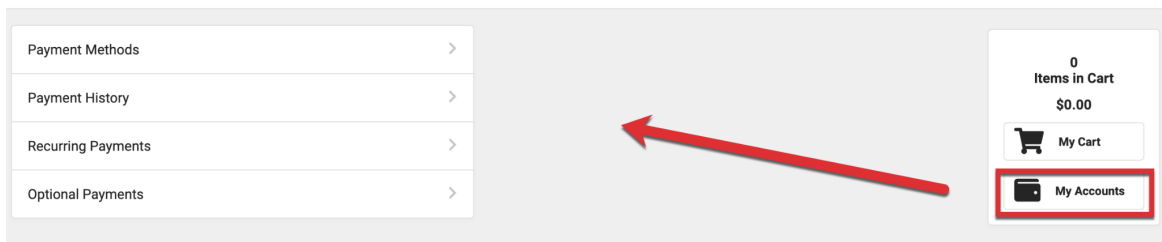
You can add items to My Cart from any of the following areas: Food Service, Fees, and School Store.



## My Accounts

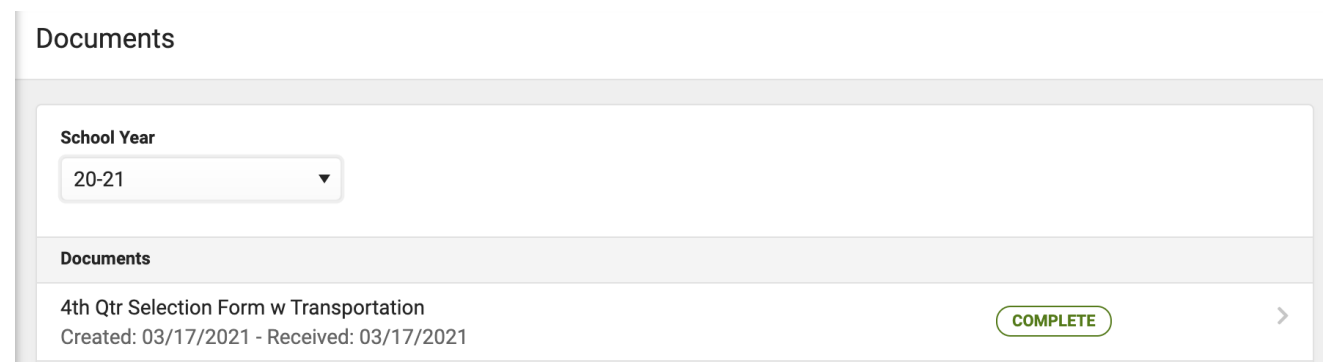
My Accounts is the tool where you can manage payment methods, view payment history, set up Recurring Payments and select Optional Payments (only if your school has set up Optional Payments). My Accounts can be accessed through Food Service, Fees, and School Store.

[← Back | Manage Accounts](#)



## Documents

Select a school year from the dropdown to view documents associated with a particular year. Certain forms will require users to review and eSign. Upon login, the Documents Need Attention section displays any documents that require a signature. Click on the document name or navigate to Documents to sign the form. The Status of the form will show to the right of it in Documents. Documents with a status of "Signed & Pending" means you have completed eSignature and no further action is required by you. Forms marked with Draft across them are also complete and awaiting processing by the District. Only 1 parent/guardian signature is required on eSign documents.



## More

The More tab displays the following: Address Information, Demographics, Family Information, COVID Testing History(only shows if your student has any history), Schoology (Account info), Student Information (State ID), and Annual Information Update (for when the window is open) and incoming Freshman registration (in October/November).

The Quick Links section displays the websites for the district and school in which the student(s) is/are enrolled.

The screenshot shows a user interface with a dark sidebar on the left and a main content area on the right. The sidebar lists various navigation options, with 'More' highlighted at the bottom. The main content area is titled 'More' and contains a list of links with right-pointing chevrons. To the right of this list is a 'Quick Links' section with two blue links: 'Township High School District 113' and 'Deerfield High School'.

More	
Address Information	>
Demographics	>
Family Information	>
COVID Testing History	>
Schoology	>
Student Information	>
Annual Information Update	>

**Quick Links**

- [Township High School District 113](#)
- [Deerfield High School](#)