Infinite Campus Parent Portal Access Instructions

Questions? Please e-mail dhsportal@dist113.org (for Deerfield) or 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 (for Deerfield) or 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

Last Revised: 10/2021
• 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.

**District Announcement**

*Friday 09/17/2021*

**Campus Student iOS mobile app update!** - if you are still having difficulty please make sure you have the latest version from the app store. Campus
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.

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.
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.

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.

Schedule
The Schedule tool shows the student’s schedule for each term, including any day rotations.
**Academic Plan**

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

![Academic Plan](image)

**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](#).
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.

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.

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.
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.