



Infinite Campus Parent Portal Login Instructions

This document is intended to assist with the following:

- New families who need to set up an Infinite Campus account for the first time
- Returning families who never set up an Infinite Campus account and need to do so for the first time
- Returning families who have previously set up an account and are unable to log in successfully

Please scroll down and find the appropriate heading for your needs. If you have trouble with any of these steps, please contact your Homeroom teacher.

RETURNING FAMILIES WHO ARE NOT ABLE TO LOG IN SUCCESSFULLY:

- If you have previously set up an account, you will use this link to log into Infinite Campus:
<https://gacyber.infinitecampus.org/campus/portal/gacyber.jsp?status=login>
- You will use the same username and password that you originally set up upon activating your account.
- If you have forgotten your username and/or password, please click on the help button, and then on the appropriate forgotten field.

- If this retrieval does not work, it is, most likely, due to you not selecting the security pictures during initial set up. Please contact your HR teacher for the next steps.



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NEW/RETURNING FAMILIES WHO NEED TO SET UP AN ACCOUNT FOR THE FIRST TIME:

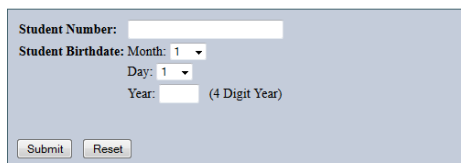
1. To set up your Infinite Campus for the first time, click on this link. Please note this is not the link you will use to login once your account is set up. That link is given later in the directions.

https://gacyber.infinitecampus.org/K12_Custom/cparent/index.jsp?appName=gacyber&rel=hhchk&ur=3&cl=y&version=3

You will see this screen. Enter your Student ID Number, Student Birthdate, and click Submit.

Note: If you have multiple students at GCA, just choose one of them on this step. It will link you to all of your students in the portal.

Portal Activation Key Lookup



A screenshot of a web form titled "Portal Activation Key Lookup". The form contains the following fields: "Student Number:" with a text input field; "Student Birthdate:" with three dropdown menus for "Month:", "Day:", and "Year:" (with a note "(4 Digit Year)"); and two buttons at the bottom: "Submit" and "Reset".

2. Once you've clicked Submit, you will get a screen that shows your GUID number. Click Activate Your Parent Portal Account Now. (Names and numbers have been covered in this shot for security purposes.)

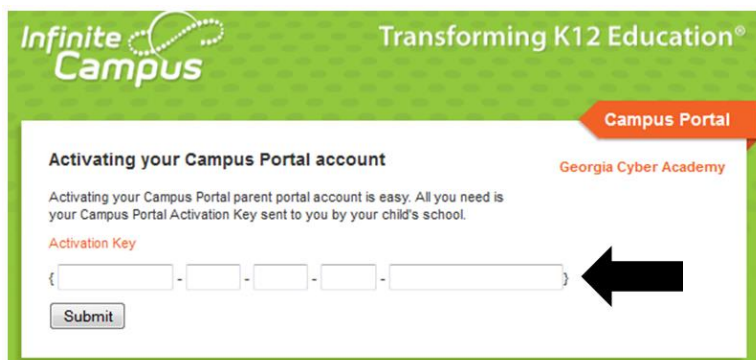
Portal Activation Key Lookup



A screenshot of the results page from the "Portal Activation Key Lookup" form. It shows a "MIC" field with a redacted value and a "GUID:" field with a long blacked-out string. Below these fields is a link that says "Activate Your Parent Portal Account Now". Three large black arrows point to the GUID field, the "Activate Your Parent Portal Account Now" link, and the "MIC" field.

3. Enter the Activation Key provided to you. You will have to copy and paste it in sections. If you copy and paste all of it at once, it will not be entered into the

cells correctly. Once entered, click Submit.

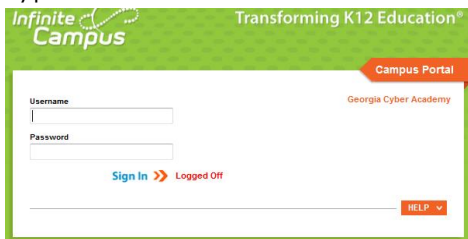


A screenshot of the "Activating your Campus Portal account" page. The page has a green header with the "Infinite Campus" logo and the tagline "Transforming K12 Education®". On the right side of the header is a red button that says "Campus Portal". Below the header, the text reads "Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school." Below this text is a label "Activation Key" followed by a text input field divided into five segments by hyphens. A large black arrow points to this input field. At the bottom left of the form is a "Submit" button.

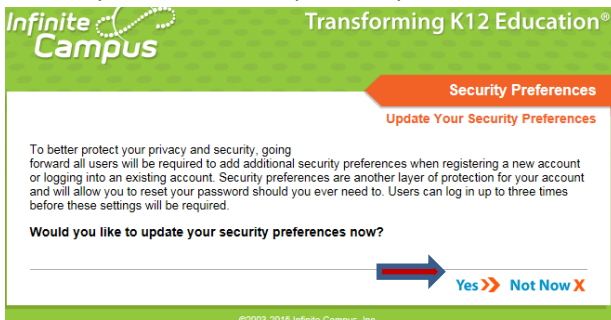


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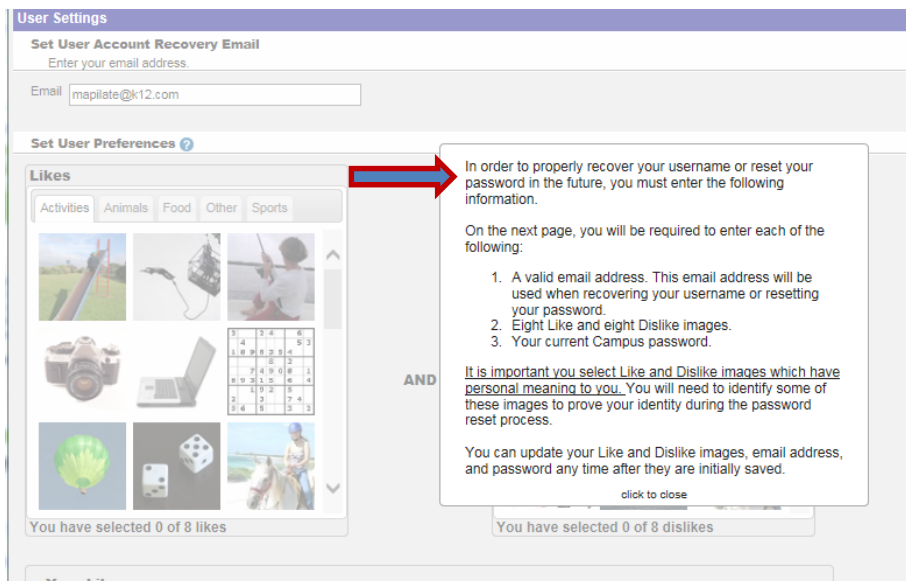
4. Once you have your Activation code, and for all future logins, click on this link:
<https://gacyber.infinitecampus.org/campus/portal/gacyber.isp?status=login>
5. Type in the Username and Password that you just created, and click Sign In.



6. Once you enter the portal, you'll see the following screen.



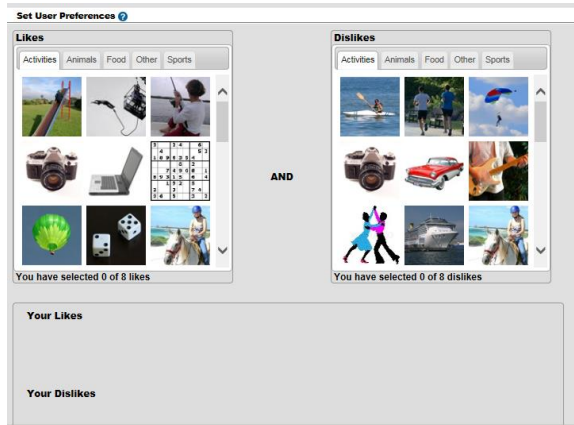
7. Select **YES** and set up your automatic password reset tool (security preferences).
8. You'll see these screens:



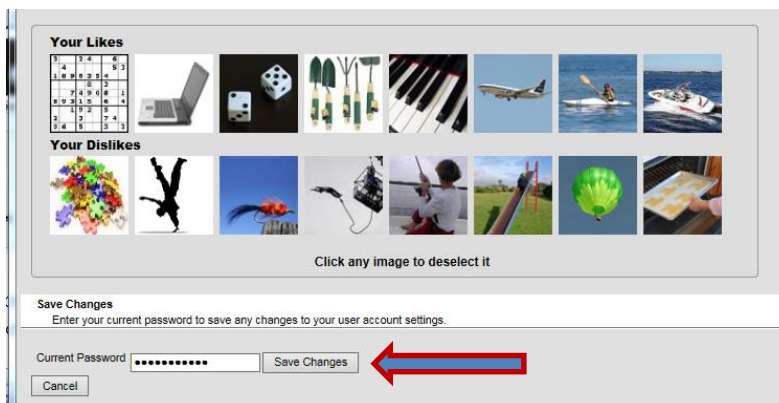
9. SELECT **8** each of your likes and dislikes and complete this process.



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10. Once **8** Likes and Dislikes have been selected, the Save Changes option will be available. It will **NOT** be available until **8** Likes and **8** Dislikes are selected.



11. When completed successfully this will take you to your portal homepage. Check for messages, manage your account, get the Infinite Campus mobile app, and more from this home page. To view information about your student, select your student's name from the dropdown at the top of the screen.



12. Use the left navigation bar to select the page you would like to view.



Infinite Campus Parent Portal Login Instructions

Calendar	>
Schedule	>
Grades	
Reports	>
Demographics	>
Family	
Messages	>
Household Information	>
Family Members	>
Calendar	>
User Account	
Account Management	>
Contact Preferences	>
Access Log	>

13. If a student is in K-8, you can click on the Grades tab and see the most recently graded assignments, and the overall averages of each course. Please note that the "Grades by Course" section comes from a student's schedule. There are courses listed here for which students do not receive a grade, i.e. Individualized Learning, A Quick Welcome to Online Learning, Strategies for Success, Study Island (This is what's listed in the attendance part of the OLS. A student's Study Island grade is incorporated into the course grade.), and Supplemental Activities.

Grades

Recently Graded Assignments

Posted	Course	Assignment	Score	Total	Percent
3 days ago	PEXF1-7.7 - Physical Education - 7	PE Hours	30	30	100%
3 days ago	HT7F1 - Health 7 (Attendance)	Health	15	15	100%
3 days ago	CALMS 1536.2 - Intermediate Mathematics B	CFU #2	100	100	100%
3 days ago	CALMS 1568.2 - Intermediate Language Skills B	OLS Progress	100	100	100%

Grades By Course

Expand All Collapse All

In-Progress Grade Final Grade

CALMS1576-16 (3-8) Individualized Learning

	Semester 1	Semester 2
Mid Year Progress		
Current Progress		
Final Report Card		

CALMS1581-20 A Quick Welcome to Online Lear

	Semester 1	Semester 2
Mid Year Progress		
Current Progress		
Final Report Card		

ADV 2014-15-5 Advisement - Smith, Sarah

	Semester 1	Semester 2
Mid Year Progress	100.00%	
Current Progress	100	
Final Report Card		100.00%
		100

H17GA.2-2 GA Social Studies 7 - Kerr, Misty

	Semester 1	Semester 2
Mid Year Progress	99.80%	
Current Progress	100	

14. To see the breakdown of grades within a course, click on the course name as shown:

▼ [H17GA.2-2 GA Social Studies 7 - Kerr, Misty](#)

15. This opens the Grading Task Summary. From this screen, you can see what assignments have been given and what those grades are.



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Grading Task Summary						
Legend: <input type="checkbox"/> Final Grade <input type="checkbox"/> In Progress Grade <input type="checkbox"/> Grade Not Available Yet						
Grading Task		Term Semester 1	Term Semester 2			
Mid Year Progress		100%				
Final Report Card		100%				
Term Semester 1 Mid Year Progress Detail						
This Grading Task has no assignments assigned to it.						
Term Semester 1 Current Progress Detail						
This Grading Task has no assignments assigned to it.						
Term Semester 2 Current Progress Detail						
This Grading Task has no assignments assigned to it.						
Term Semester 2 Final Report Card Detail						
OLC Progress						
Name	Due Date	Assigned Date	Multifactor Pts	Score %	Turned In	Comments
OLC Progress	01/09/2016	06/11/2014	1.0	100	100	
OLC Progress Totals						
100%						
Study Island Pathways						
Name	Due Date	Assigned Date	Multifactor Pts	Score %	Turned In	Comments
1.1 Florida East Economics	06/30/2014	10/01/2014	1.0	100	100	
1.1 Florida East Geography	06/30/2014	10/01/2014	1.0	100	100	
1.1 Florida East Culture	06/30/2014	10/01/2014	1.0	100	100	
1.1 Map and Globes	06/30/2014	10/01/2014	1.0	100	100	
1.2 Florida East Economics	06/30/2014	10/03/2014	1.0	100	100	
1.2 Florida East Geography	06/30/2014	10/03/2014	1.0	100	100	
1.2 Florida East Culture	06/30/2014	10/03/2014	1.0	100	100	
1.2 Map and Globes	06/30/2014	10/03/2014	1.0	100	100	
1.2 African Geography	06/30/2014	10/03/2014	1.0	100	100	
1.2 African Economics	06/30/2014	10/03/2014	1.0	100	100	
Study Island Pathways Totals						
100%						
Assessments						
Name	Due Date	Assigned Date	Multifactor Pts	Score %	Turned In	Comments
Pre-Assessment Study	06/29/2014	06/16/2014	1.0	100	100	
Check For Understanding	11/10/2014	11/03/2014	1.0	100	100	
Check For Understanding	12/10/2014	12/12/2014	1.0	100	97	
Assessments Totals						
99%						
Writing Assignments						
Name	Due Date	Assigned Date	Multifactor Pts	Score %	Turned In	Comments
Edmonds Writing Assignment	09/30/2014	09/12/2014	1.0	100	100	
Edmonds Writing Assignment	10/31/2014	10/01/2014	1.0	100	100	
Writing Assignments Totals						
100%						
Term Semester 2 Final Report Card Totals						