

ACCESSING THE INFINITE CAMPUS PORTAL (RETURNING USERS) :

1. Navigate to the JCPS Homepage (<http://www.jcpsky.net>)
 - a. Click on **Parents**. (Figure 1)
 - b. Click on **Parent Portal** (Figure 2) (you will be directed to the *Portal Acceptable Use Policy* screen.)
 - c. Select the [Green] Parent Portal Acceptable Use Policy link. (Figure 3) It will route you to the acceptable use policy screen. Read it thoroughly and then click **Accept**.

Figure 1



Figure 2



Figure 3



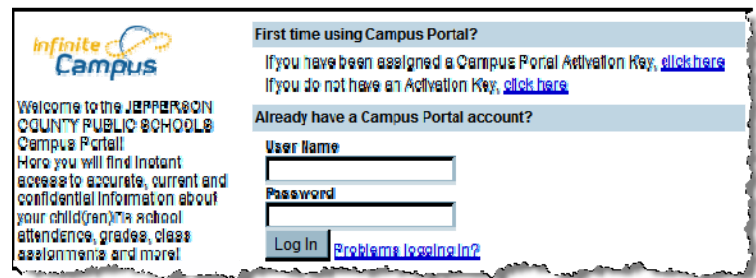
- d. You will be redirected back to the Welcome to the JCPS Parent Portal page and then the [Green] Acceptable Use Policy page will now be gone. Click on the [blue] “**See my student’s profile**” button to continue.



2. The Log on screen displays.

3. Enter your User Name and Password exactly as you have created. (As required, your password is at least 8 characters and contains at least one number or character (For example: tr@ilrun.) and is case sensitive. So if you created it in lowercase, for example, you will need to enter it in lowercase.

Figure 4



4. Click **Log In**.

If you cannot remember your password and have not disabled your account by unsuccessfully attempting to log in 5 times, you can click on the **Problems logging in?** link (Figure 5) to receive a reminder of your username/password. It will then take you to a screen (Figure 6) where you can enter your **email address** and click **Send Reminder** to receive a reminder of your username and password. (You must enter the email address that is associated with your account.) If you enter your password incorrectly 5 times, your account will be disabled. When this happens, the **Problems logging in?** link will not work and you will need to contact your student’s school.

