

## ACCESSING THE INFINITE CAMPUS PORTAL (FIRST TIME 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**.

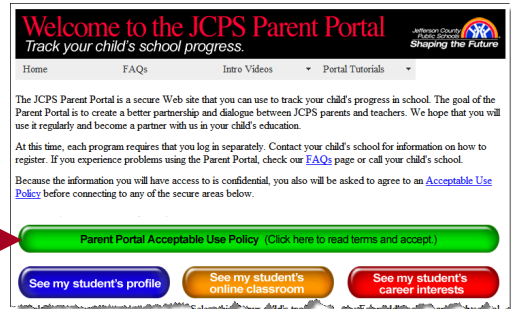
Figure 1



Figure 2



Figure 3



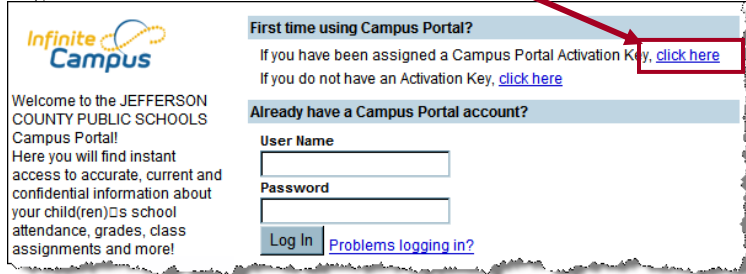
- d. You will be redirected back to the Welcome to the JCPS Parent Portal page and then the [Green] Acceptable Use Policy page will now be gone. Click on the [blue] “**See my student’s profile**” button to continue.



3. The Log on screen displays.

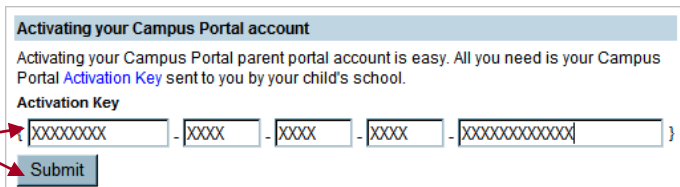
- a. If this is the first time using the Infinite Campus Portal, you have been assigned a Campus Portal Activation Key. Click here to create your Portal Account using the Campus Portal Activation Key you have been provided. (Figure 4)

Figure 4



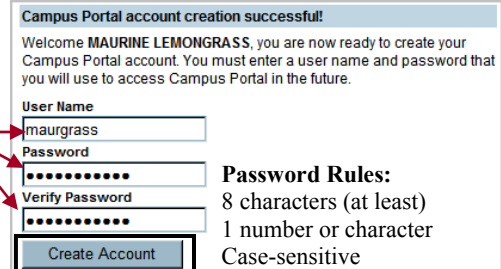
- b. Enter the ENTIRE Activation Key EXACTLY as it is provided to you and click **Submit**. (Figure 5)
  - c. Now, for the final step, create a User Name and Password for the account and click **Create Account**. (Figure 6)

Figure 5



The Password must be at least 8 characters and contain at least one number or character (For example: tr@ilrun.) and is case sensitive. So if you create it in lowercase, for example, it needs to always be entered in lowercase.

Figure 6



After receiving the *Campus Portal account creation* welcome message, you can then navigate to the logon screen where you can login to the portal and NEVER EVER have to enter the Portal Activation Key again.

