

## BENEFITS OF HAVING AN INFINITE CAMPUS PARENT PORTAL ACCOUNT

### What can I see in the Parent Portal?

#### You'll see your student's:

- Attendance
- Schedule
- Grades
- Assignments
- Reports
  - Missing assignments, report cards, unofficial transcripts
- Important messages from the school
- Copies of emails and phone messages sent by the school regarding your student

### What can I do in the Parent Portal?

#### You can:

- Can change your email address
- Tell the school how you would like to be contacted (email, phone, etc.)
- Email teachers
- Reset your own Parent Portal password
- With a Parent Portal account you'll be able to participate in Online Check-In for the 2009-2010 school year. This will greatly reduce the number of paper forms you must complete and time spent standing in line.

### How do I get my Parent Portal account?

Contact the Portal Manager at your student's school to get your personal code (GUID). You'll need this to set up your account.

### What should I do if I have students in different schools?

Just contact one of the schools. Once you have an account, you'll see information for all of your students.

### Do I need to create or renew my account every school year?

Your account is valid as long as you have a student enrolled in a Douglas County school.

### What do I do if I forget (have forgotten) my username and/or password?

Contact the portal manager at your student's school and he or she will give you your username and reset your password.

### Can I use my student's username and password (Student Portal)?

You shouldn't, because:

- You **won't** see email and phone messages that were sent to you regarding your student's attendance, missing assignments, etc. in the Student Portal.
- The username and password for the Student Portal is also used for your student's network folder. If you accidentally change this login your child won't be able to access school work stored in the folder.
- Participation in Online Check-In will require a Parent Portal account.

### If I have additional questions who should I contact?

Email the Portal Manager at Legend High School at the following email address:  
LHSPortal@dcsdk12.org.