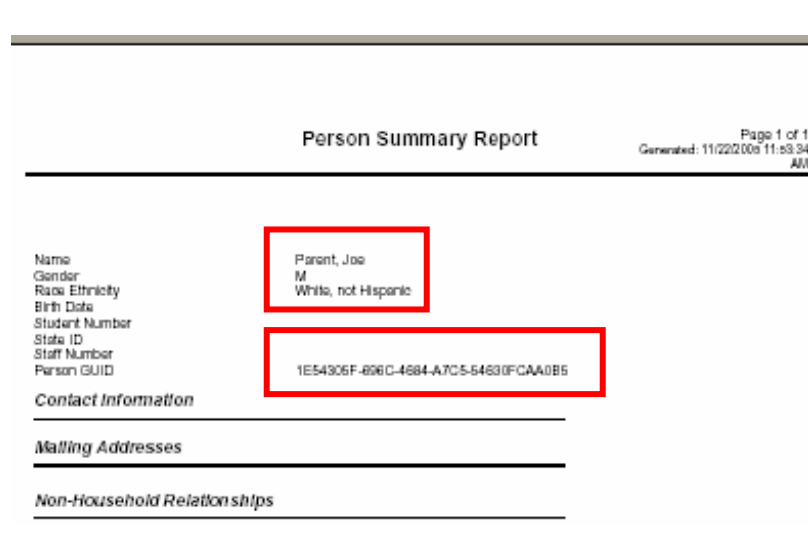


Infinite Campus portal setup and trouble shooting guide for parents using IE6

Step 1



Person Summary Report

Page 1 of 1
Generated: 11/22/2006 11:03:34 AM

Name: Parent, Joe
Gender: M
Race/Ethnicity: White, not Hispanic

Student Number: 1E54905F-696C-4684-A7C5-54630FCAA0B5

Staff ID

Staff Number

Person GUID

Contact Information

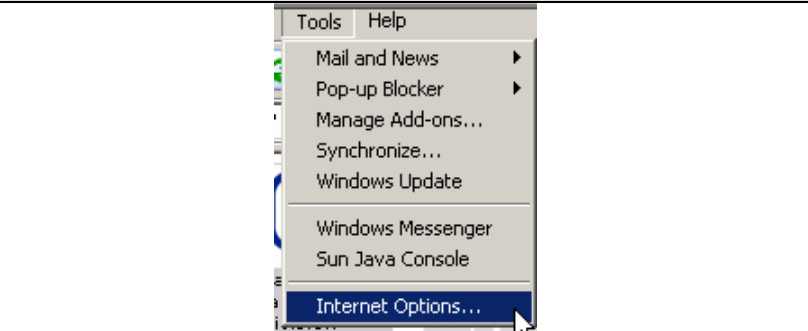
Mailing Addresses

Non-Household Relationships

Your school office staff will provide you with a Personnel Summary Report that shows your Person GUID. **Important: Verify this summary is for you, not the student.**

You will use this ID as the Activation Key when creating your own Parent Portal User Account.

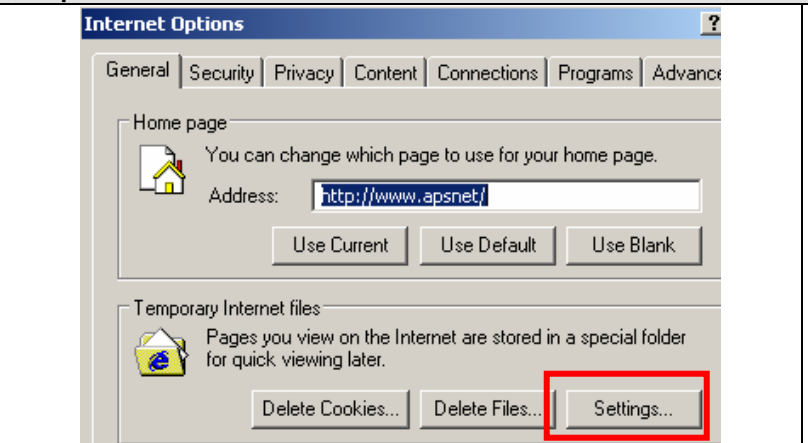
Step 2



At your home computer, open Internet Explorer and click Tools.

Choose Internet Options

Step 3



On the General tab, under Temporary Internet files click on the "Settings" button.

Step 4

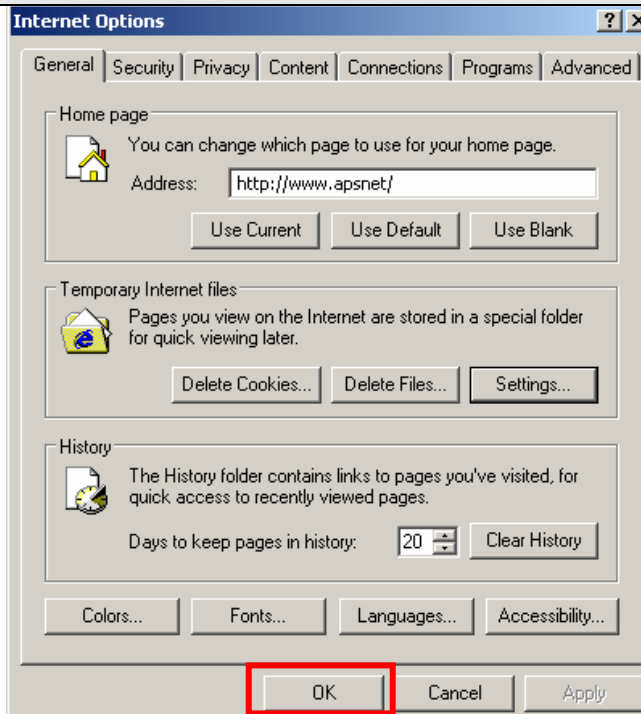


Under Check for newer versions of stored pages:

Click Every visit to the page.

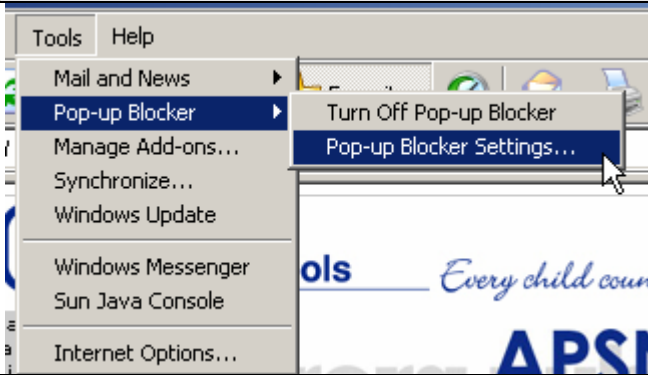
Click OK.

Step 5



Click OK to close the Internet Options window

Step 6



If using Pop-up Blockers, click Tools.

If not using Pop-up Blockers go to Step 9.

Click Pop-up Blocker Settings.

Step 7

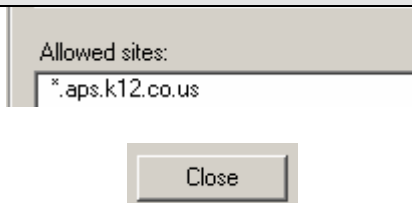


In the Exception box, enter

*.aps.k12.co.us

Click Add.

Step 8



When you click Add, the address will appear in the Allowed Sites Section.

Click Close.

Step 9



At the URL address line, enter:

https://sis.aps.k12.co.us/campus/portal/aurora.jsp

Step 10

First time using Campus Portal?

If you have been assigned a Campus Portal Activation Key, [click here](#)

If you do not have an Activation Key, [click here](#)

Already have a Campus Portal account?

User Name

Password

Log In

[Problems logging in?](#)

At the Campus Parent Portal Login screen click on the Campus Portal Activation Key "click here" link.

Step 11

Activating your Campus Portal account

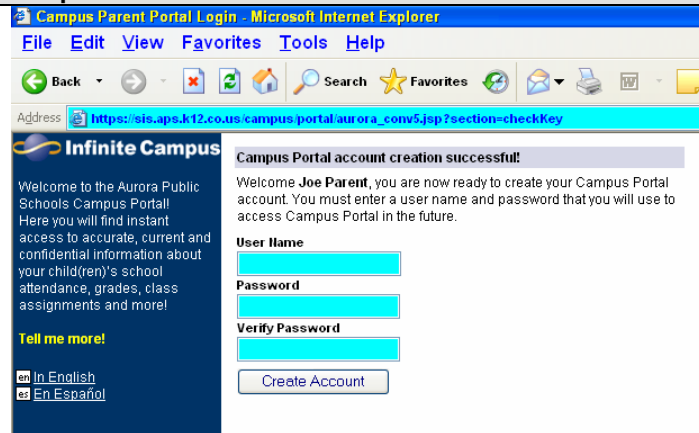
Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal [Activation Key](#) sent to you by your child's school.

Activation Key

{ - - - - }

Enter the Activation Key into fields - this is case sensitive and must be entered exactly as shown on your Activation Key form.

Step 12



Campus Parent Portal Login - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites
Address: https://sis.aps.k12.co.us/campus_portal/aurora_conv5.jsp?section=checkKey
Infinite Campus
Welcome to the Aurora Public Schools Campus Portal
Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!
[Tell me more!](#)
In English
En Español

Campus Portal account creation successful!
Welcome **Joe Parent**, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

User Name

Password

Verify Password

Enter a User Name
Enter a Password - must be at least 6 characters
Re-enter the password in the Verify Password field
Click on "Create Account"

Step 13

Campus Portal account creation

Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page.

The system will display a successful account creation confirmation.

Use the "Click here" link to login into Infinite Campus

Step 14

First time using Campus Portal?

If you have been assigned a Campus Portal Activation Key, [click here](#)
If you do not have an Activation Key, [click here](#)

Already have a Campus Portal account?

User Name

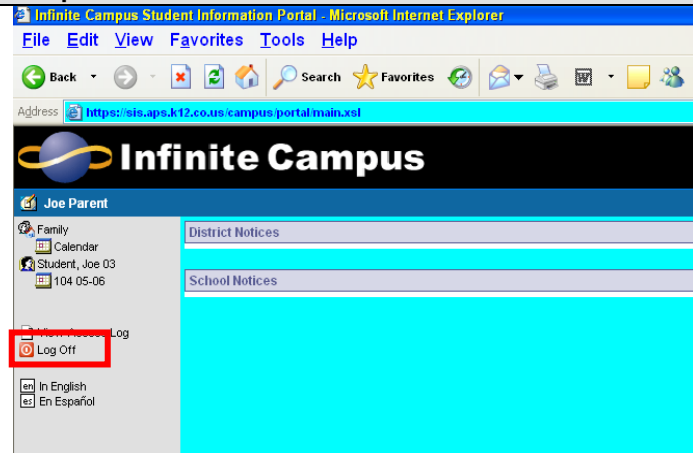
Password

[Problems logging in?](#)

At the login screen, enter your newly created User Name and Password

Click on the "Login" button.

Step 15



The Parent Portal will display District and School Notices

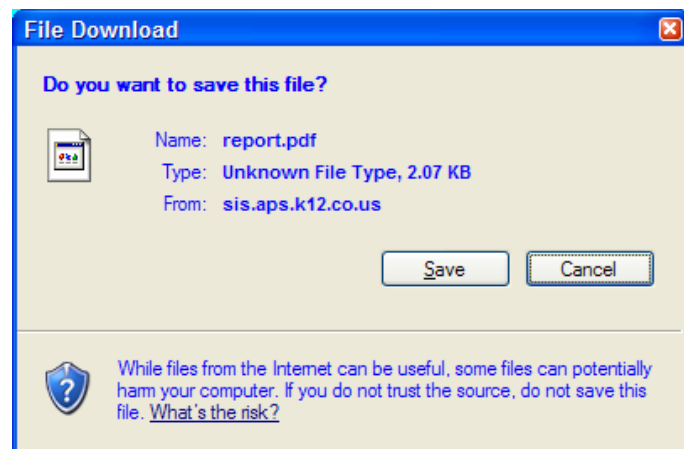
The left-hand menu will list all of the students that are attached to your Portal User account.

If you have several students attending APS, you will be able access each of those students' records from one Parent Portal User Account

When you are finished viewing student information, click Log Off.

General trouble shooting

General connectivity issues - re-do/confirm the Internet Browser setting changes per the above directions "Infinite Campus portal setup and trouble shooting guide for parents"



When clicking on a specific report to print/view, system prompts "Do you want to save this file?"

Adobe Acrobat Reader needs to be installed.

For parents or staff working at home, link to:

<http://www.adobe.com/products/acrobat/readstep2.html>

Accept all of the default settings when proceeding through the install

I see my 8th grader but not my 6th grader? — Solution: Contact your school office to verify your GUID number from Step 1 in the directions above "Infinite Campus portal setup and trouble shooting guide for parents"

Dial-up connections suffer performance problems. This site is best experienced using DSL or cable internet connections.