



Infinite Campus

Online Registration

Guide for Returning Students - Annual Update

ONLINE REGISTRATION

Welcome to the William S. Hart Union High School District Online Registration (OLR) system.

Parents / Guardians of students already enrolled and/or continuing in the Hart District will login to the Infinite Campus Parent Portal to access online registration.

If you do not have a Parent Portal account, you must create an account by visiting:

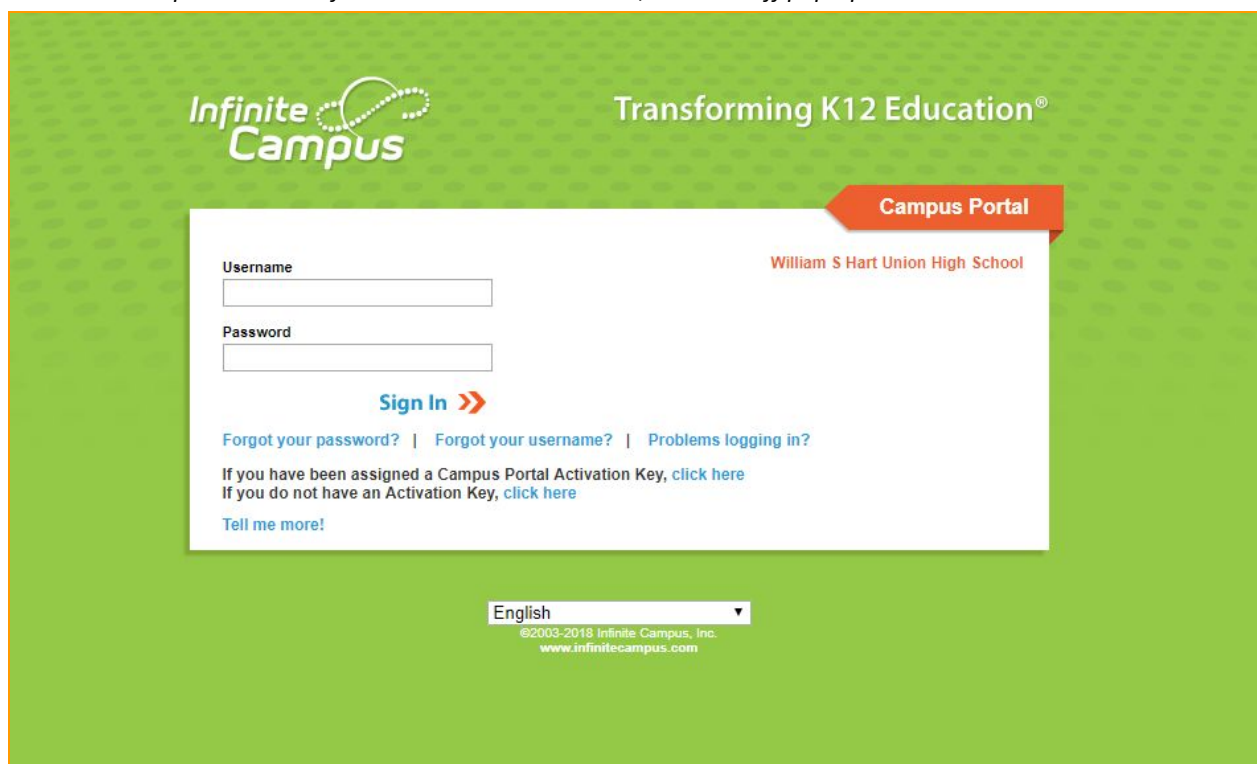
<http://www.hartdistrict.org/apps/pages/infinite-campus>

STEP 1 - ACCESSING ONLINE REGISTRATION

Sign into the Infinite Campus Parent Portal from a computer via:

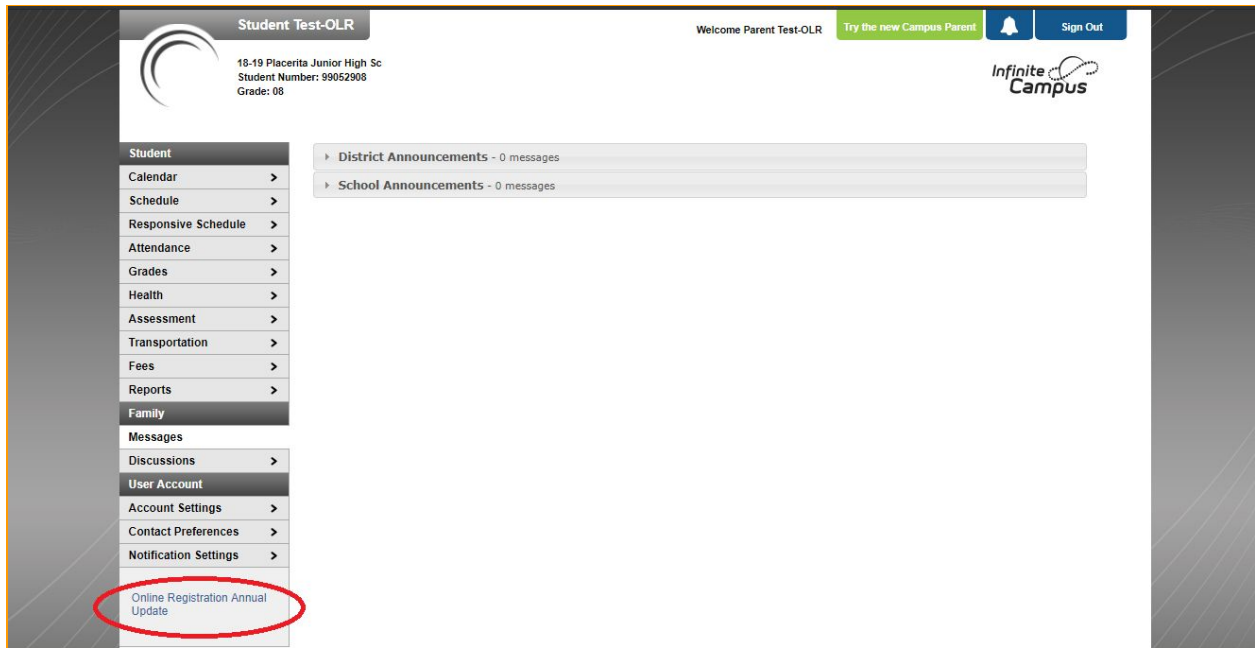
<https://campus.hartdistrict.org/campus/portal/hart.jsp>

For best results please use Firefox or Chrome web browsers, and turn off pop-up blockers.

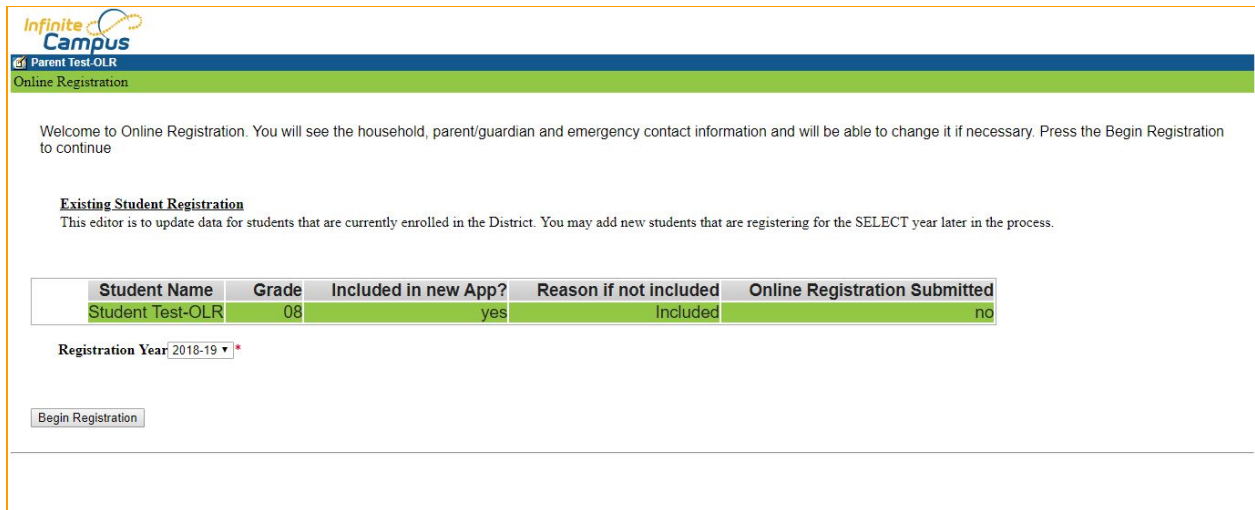


The screenshot shows the Infinite Campus login interface. At the top left is the Infinite Campus logo with the tagline "Transforming K12 Education®". On the right, a red button labeled "Campus Portal" is visible. Below the logo, there are two input fields: "Username" and "Password". To the right of these fields, the text "William S Hart Union High School" is displayed. Below the input fields is a blue "Sign In" button with a right-pointing arrow. Underneath the sign-in button are three links: "Forgot your password?", "Forgot your username?", and "Problems logging in?". Further down, there are two lines of text: "If you have been assigned a Campus Portal Activation Key, click here" and "If you do not have an Activation Key, click here". At the bottom left of the form area is a link "Tell me more!". At the bottom center, there is a language dropdown menu currently set to "English". Below the dropdown menu, the copyright information "©2003-2018 Infinite Campus, Inc." and the website "www.infinitecampus.com" are visible.

Upon signing into the Infinite Campus Parent Portal the Online Registration Annual Update link will be active in the left side menu. Please click this link to update your student(s) information.



You will be brought to a screen that shows your active student(s) information. To continue the update, please click the **Begin Registration** button at the bottom of the screen.



If this button is not available to you, please look at the chart to see whether you are included in the Application, and if not, the reason given. Please note that to reduce duplication, only the guardian(s) in the designated Primary Household has access to the update. If one of the guardians has already begun the process of updating the application, any subsequent guardians will no longer have access.

STEP 2 - BEGIN REGISTRATION / ANNUAL UPDATE APPLICATION

By clicking the Begin Registration button from the Infinite Campus Parent Portal you will activate the Online Registration Application.

You have an option to complete this process in **English** or **Spanish**. Please select your preferred language.

You will next be prompted to type and sign your name for verification. Please use your computer's mouse or trackpad to sign your name in the signature box provided and click **Submit**.

An introduction page will appear with a list of information you will need to have on hand in order to successfully complete the Online Registration Application.

The screenshot shows the 'Infinite Campus Online Registration' interface. At the top left is the logo and 'Application Number 23' is at the top right. Below the logo is a language selector 'English | Español'. The school logo for 'William S. Hart Union High School District' is prominently displayed. A 'Welcome to Online Registration!' message follows, listing required information: household, parent, student, and emergency contact details. A 'Note' explains that asterisks indicate required fields and provides formatting instructions for dates and phone numbers. A 'Begin' button is located at the bottom of the introductory text.

STEP 3 - UPDATE INFORMATION IN APPLICATION SECTIONS

SECTION 1 - STUDENT(S) PRIMARY HOUSEHOLD

This section of the application gathers information such as phone number, home address, and mailing address for the student's primary place of residence.

Once your information for this section is complete click **Save/Continue** to move onto the next section.



Tip: If none of this information needs to be updated click next on each pleat to move forward without making any changes.

The screenshot displays the 'Student(s) Primary Household' section of the application. At the top, a progress bar shows five steps: 'Student(s) Primary Household' (active), 'Parent/Guardian', 'Emergency Contact', 'Student', and 'Completed'. The 'Home phone' field is expanded, showing a form with a 'Home Phone' label, a text input field containing '(661)259 -0033', and a 'Next' button. Below this are collapsed sections for 'Home Address' and 'Mailing Address'. A 'Save/Continue' button is located at the bottom of the form area. A legend indicates that an asterisk (*) denotes a required field.

SECTION 2 - PARENT/GUARDIAN

This section of the application holds basic demographic information for the parent(s)/guardian(s) in the student's primary place of residence. If the parent / guardian name is highlighted in yellow, it means there is some required information missing. Please click the Edit/Review button to update the demographics for each person in this section. Continue to navigate through the pleats in the Parent/Guardian section as with the previous section.

Once the demographic information for each parent/guardian in this section is complete click **Save/Continue** to move onto the next section.



Tip: If a parent/guardian is missing from this section you may add them by clicking the **Add New Parent/Guardian** button. Please note that additional identification may be required by the school Registrar prior to accepting these changes.

Infinite Campus Online Registration Application Number 23

* Indicates a required field

✓ Student(s) Primary Household ▶ Parent/Guardian ▶ Emergency Contact ▶ Student ▶ Completed

Parent/Guardian

First Name	Last Name	Gender	Completed	Record Type	
Parent	Test-OLR	F		Existing	Edit/Review

Please list all primary Parent/Guardian's in this area.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

[Add New Parent/Guardian](#)

[Back](#) [Save/Continue](#)

SECTION 3 - EMERGENCY CONTACT

This section of the application is replacing the Emergency Contact Cards that were manually filled out previously. Please click the Add New Emergency Contact button to input a minimum of two (2) contacts to be reached in the event of an emergency where the parent/guardian(s) are unreachable.

When you have met the requirement of two (2) Emergency Contacts click **Save/Continue** to proceed to the next section.



Tip: Emergency Contacts can only be entered one at a time. When you complete the information for one Emergency Contact you will be brought back to the Emergency Contact section. Please click the **Add New Emergency Contact** button to create the second Emergency Contact.

The screenshot shows the 'Emergency Contact' section of the Infinite Campus Online Registration application. At the top left is the logo 'Infinite Campus Online Registration' and at the top right is 'Application Number 23'. Below the logo is a note: '* Indicates a required field'. A progress bar at the top shows five steps: 'Student(s) Primary Household' (green with checkmark), 'Parent/Guardian' (green with checkmark), 'Emergency Contact' (blue with dropdown arrow), 'Student' (grey with lock icon), and 'Completed' (grey with checkmark). The main section is titled 'Emergency Contact' and contains a table with columns: 'First Name', 'Last Name', 'Gender', 'Completed', 'Record Type', and 'Remove Existing Contact'. Below the table is a warning: 'In an EMERGENCY, if parent/guardian cannot be contacted, please call one of the following Emergency Contacts listed. Proper identification must be shown before a student will be released to emergency contacts.' Below this are two rows: one with a yellow background and a warning icon, and one with a green checkmark. A note states: 'The maximum number of Emergency Contacts is 6'. At the bottom are two buttons: 'Add New Emergency Contact' and 'Back'.

SECTION 4 - STUDENT

This section of the application gathers the student data including demographics, relationships, and contact sequence.

If the student name is highlighted in yellow, it means there is some required information missing. Please click the Edit/Review button to update the demographics for each person in this section. Continue to navigate through the pleats in the Student section as with the previous section.



Tip: If none of the information needs to be updated click next on each pleat to move forward without making any changes.

Infinite Campus Online Registration Application Number 23

* Indicates a required field

✓ Student(s) Primary Household > ✓ Parent/Guardian > ✓ Emergency Contact > **Student** > Completed

Student

First Name	Last Name	Gender	Completed	Record Type	
Student	Test-OLR	M		Existing	Edit/Review

Please include all students that need to be enrolled.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that the student data is completed. Please add any additional students **OR** click Save/Continue to submit your form.

[Add New Student](#)

[Back](#) [Save/Continue](#)

When you get to the Emergency Contacts Relationships pleat you will be asked to provide a relationship and a contact sequence. Please select **Emergency Contact** from the relationship droplist.

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ✓ Emergency Contact ▼ Student ⇨ Completed

Student Name: Student Test-OLR

Demographics

Race Ethnicity

Relationships - Parent/Guardians

▼ Relationships - Emergency Contacts

A minimum of (2) Emergency Contacts are required*

Name	Relationship*	Contact Sequence*	or	No Relationship
First Contact	Emergency Contact ▼	▼		<input type="checkbox"/>
Second Contact	Caregiver Emancipated Emergency Contact Father Foster Father Foster Mother Guardian Mother Other Sibling Spouse Step-Father Step-Mother Student Unknown	▼		<input type="checkbox"/>

Description of Contact Preferences
Contact Sequence - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians should start with a sequence of 1.
No Relationship - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

[For more information click on this link.](#)

◀ Previous Next ▶

Release Agreements

Cancel Save/Continue

We also ask that you please choose **9 and 10** as the **contact sequence** for your emergency contacts. This ensures the Emergency Contacts won't contacted unnecessarily.

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ✓ Emergency Contact ▼ Student ⇨ Completed

Student Name: Student Test-OLR

Demographics

Race Ethnicity

Relationships - Parent/Guardians

▼ Relationships - Emergency Contacts

A minimum of (2) Emergency Contacts are required*

Name	Relationship*	Contact Sequence*	or	No Relationship
First Contact	Emergency Contact ▼	▼		<input type="checkbox"/>
Second Contact	Emergency Contact ▼	2 3 4 5 6 7 8 9 10		<input type="checkbox"/>

Description of Contact Preferences
Contact Sequence - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians should start with a sequence of 1.
No Relationship - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

[For more information click on this link.](#)

◀ Previous Next ▶

Release Agreements

Cancel Save/Continue

Once the demographic information in this section is complete click **Save/Continue** to move onto the summary and submit section.

STEP 4 - COMPLETE & SUBMIT APPLICATION

Please click the red **Submit** button to send your updated application in for processing.

