

# Infinite Campus Parent Portal User's Guide

This guide will explain how to access the Infinite Campus Parent Portal and how to use it to access student information concerning school assignments, progress, and activities.

Logging into Parent Portal daily will help keep the parent more aware of the student's academic status. Once logged in, the parent will see information on all of his/her students.

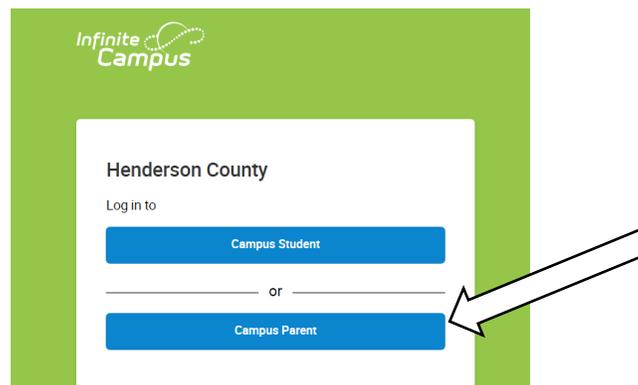
Parents can also make online school related fee payments, if they choose to, when in their portal account.

## First Time access to Parent Portal

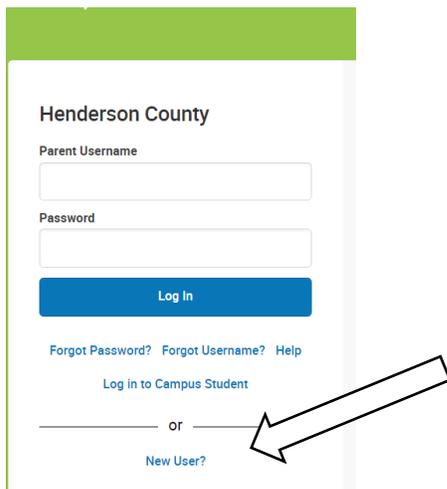
1. Go to any Henderson County School's web page. Locate the *Infinite Campus Parent or Student Portal* link on the right side of the page under *Quick Links*:



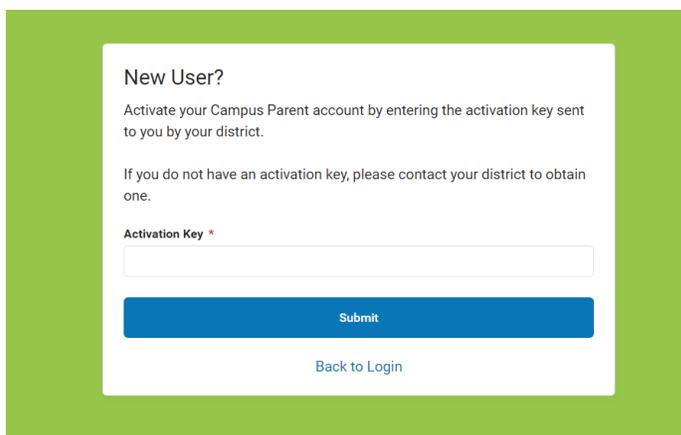
2. You will be sent to the account options page. Parents must click the *Campus Parent* link.



3. If this is your first time entering the Parent Portal, you will need to use your personal activation key to set up your account. You can get the key by using one of the 3 options below:
  - a. contact the school secretary
  - b. call 270-831-8784
  - c. email: [olr@henderson.kyschools.us](mailto:olr@henderson.kyschools.us)
  
4. Once you have the activation key, click the *NEW USER* link on the log in page and the system will take you through the account set up steps.

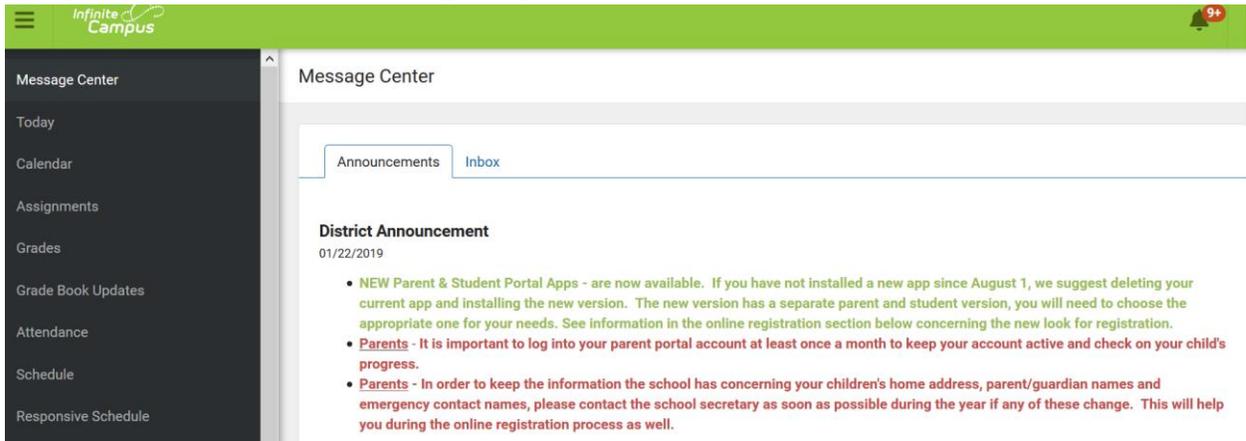


5. You will enter your activation key on the next page. The next few pages will allow you to set a user name and password. Be careful to enter your user name, password, and email address correctly because the information will be used by the system to communicate with you.

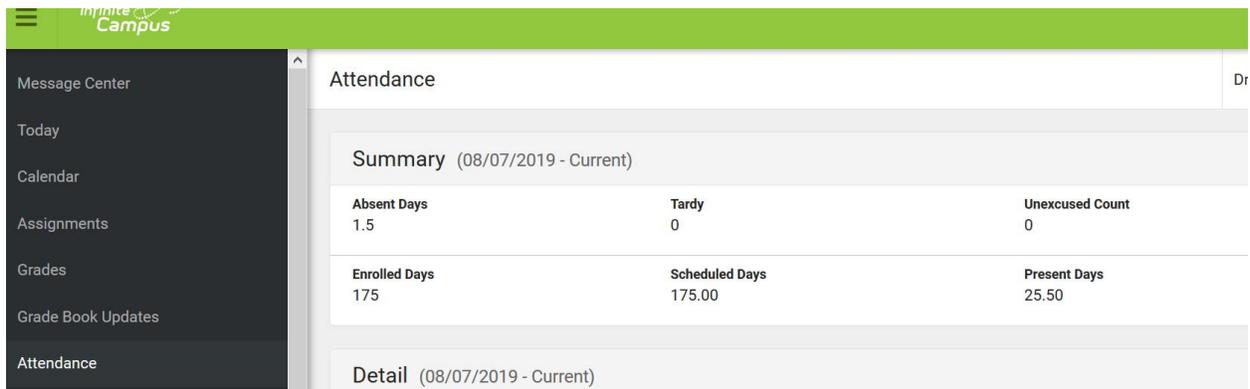




- Once logged in, you will see a page with school system announcements and a list of links to connect you to information concerning your students. The link titled *More* takes you to additional links to more information about your students, as well as your personal contact information.



- By clicking a link on the left side of the page, a box in the upper right corner will appear and give you the option to choose which student you want information on.



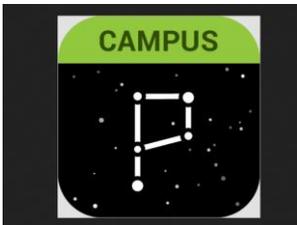
## Mobile App for Parent or Student

The Infinite Campus app can be downloaded onto a mobile device that works very much like the Parent portal. The app can be used to check assignments, grades, attendance, etc. There are a few functions that do not work well on a mobile device such as Online Registration - a desktop or laptop is needed for those.

It is important for a parent who uses the app to log into their portal on a desktop or laptop computer periodically to keep both synced correctly.

To install the Campus Parent app you need to follow these steps:

- a. Go to an app store
- b. Search for Infinite Campus Parent



- c. Click to install the app
- d. If a district code is required, enter *Henderson*
- e. You will use the same user name and password as you use in the portal

