

Campus Parent Portal Login Instructions

Accessing the Portal

Please Note: If you already have a Campus login because you have already set one up, have a student at Catholic Central or West Catholic high schools, or because you are an ASA, CC or WC employee, you will be able to use the login you already have, and can skip the steps listed under *The First Time You Access Campus Portal*.

The First Time You Access the Campus Portal:

The first time you visit the Infinite Campus Portal, you will need to set up a user name and password. To do this, you must first have a 36-character Activation Key. This key is sent to parents at the beginning of each school year, or upon request thereafter. If you need this key, please contact the Technology Coordinator.

1. On the internet, navigate to www.allsaintsacademygr.org and click on the **Infinite Campus Portal** link in the left column of the home page.

Tip: save this address to your favorites before logging in. In most cases click on the *Favorites* menu in your internet browser window, select *Add to Favorites*. You will be prompted to name it, then click the *Add* button.

The screenshot shows the Infinite Campus Parent Portal login page. On the left, there is a welcome message and language options (English, Spanish, Chinese). The main content area has a heading "First time using Campus Portal?" with two options: "If you have been assigned a Campus Portal Activation Key, [click here](#)" and "If you do not have an Activation Key, [click here](#)". Below this is a section for "Already have a Campus Portal account?" with fields for "User Name" and "Password", and a "Log In" button. A "Problems logging in?" link is also present. A yellow sticky note on the left says: "Don't have an Activation Key or can't remember your login? Contact Karen Raabe kraabe@allsaintsacademygr.org". A blue callout box points to the "Log In" button and says: "If you have already set up a user name and PW - OR - if you have an IC account for WC or CC, enter it here." Another blue callout box points to the "click here" link for new users and says: "1st time users - Click here to set up user name and PW. You'll need your 36-character Activation Key*". Below the login section is a "District Notices" section with a bullet point about a new portal interface. At the bottom, there is a red link: "NEED HELP GETTING STARTED WITH INFINITE CAMPUS? CLICK ON THE LINK BELOW." with a sub-link: "Infinite Campus Instructions".

2. Under the First Time Using Campus Portal heading, in the first line, *If you have a Campus Portal Activation Key*, click **here** – click on the words **Click Here**.
3. Enter the activation key you received, click the **Submit** button.

Note: If you receive an error message telling you that an account already exists, you already have set up a user

name and password. If you do not remember what it is, contact the ASA Technology Coordinator.

4. Now you will be prompted to enter a user name and password. This is what you will use to login to Campus in the future, so select something you will remember. Enter your user name and password in the appropriate fields, click **Create Account**. (If you select a login that someone else is already using, you will be prompted to choose another user ID.)
5. When you have successfully created your login, click on the **Click Here** link to return to the login prompt.
6. At the login prompt, enter the user name and password you just created, and click the **Login** button.

Normal Campus Login Instructions (after you have created your user account):

1. On the internet, navigate to www.allsaintsacademygr.org and click on **the Infinite Campus Portal** link in the left column of the home page.
2. At the login prompt, enter your user name and password, click the Login button.