

## **Campus Parent Portal Login Instructions**

**Please Note:** If you already have a Campus login because you have a student at Catholic Central or West Catholic high schools, 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*. You will need to use the portal web address listed under the *Normal Login Instructions* section of this document.

### **The First Time You Access the Campus Portal:**

1. Enter the ASA web site address in your Internet Browser:  
[www.allsaintsacademygr.org](http://www.allsaintsacademygr.org). Click on the Infinite Campus Portal link, located under the Quick Links heading on the home page. The Campus Portal login page will appear.  
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.
2. Under the First Time Using Campus Portal heading, in the first line, *If you have been assigned a Campus Portal Activation Key, click here* – click on the words Click Here.
3. Enter the activation key included in the attached letter, click the Submit button.
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. Enter the ASA web site address in your Internet Browser:  
[www.allsaintsacademygr.org](http://www.allsaintsacademygr.org). Click on the Infinite Campus Portal link, located under the Quick Links heading on the home page. The Campus Portal login page will appear.
2. At the login prompt, enter your user name and password, click the Login button.

Once you are logged in to the parent portal, you will see all of your children who attend ASA, CC and/or WC listed in the column to the left. To view information, click on the student, then select the information you would like to view.

If you require assistance or have any questions, please contact Karen Raabe, Technology Coordinator either via e-mail: [kraabe@allsaintsacademygr.org](mailto:kraabe@allsaintsacademygr.org), or by phone: 363-7725, ext. 123.