

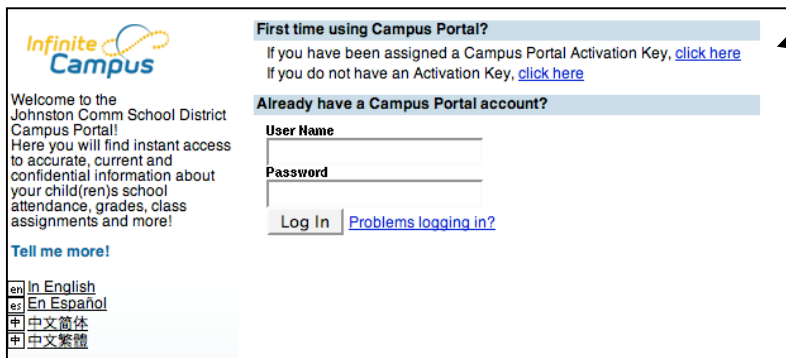
The Johnston Community School District uses Infinite Campus as our Student Information System. Infinite Campus is a web-based system that can be accessed for information by parents for their family information and also secondary students have access for their own individual information. Staff members use Infinite Campus for student demographic information and the online grade book.

The student and parent portion of Infinite Campus is called the “Portal.” Students and parents have individual accounts to access the portal. Student accounts only allow the viewing of the individual student’s information while the parent account may view all students in the household.

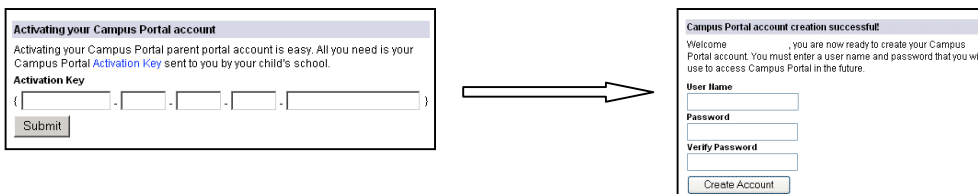
Infinite Campus Portal accounts that were used last school year remain valid until enrollment ceases. Your account information on file is listed on the portal letter or can be received from the school offices. If you have a username and password listed, you will use those to log into the Portal. If you do not have a username and password listed and only have a keycode listed, you will need to use that to create an account.

Logging Into/Activating Account

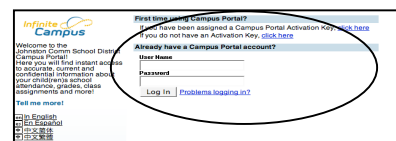
1. Access the Infinite Campus Portal- <https://campus.johnston.k12.ia.us/campus/portal/johnston.jsp>
2. Enter your username/password OR if an account needs to be created with the Activation Key, click here the first time you visit the portal.



3. Enter the Activation Key in the next window and click on the **submit** button. Do not add spaces or dashes.



4. You will need to create your **User Name** and **Password**. This is what will now allow you to open the portal. If the User Name already exists, select another User Name and try again. There cannot be two users with the same User Name in the system. Remember User Names and Passwords are case sensitive.
5. Once created, return to the Campus Portal log in screen and enter your new **User Name** and **Password**.



- Please add your email address and select the type of message you'd like to receive via the Campus Messenger. This is under the Change Contact Info link (left frame).
The Messenger will send email messages to the address entered on this account information field.

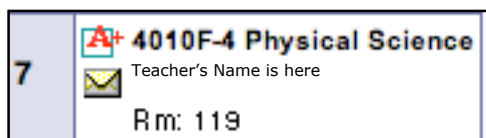
Student Details

All of a family's children presently enrolled in the school district will appear in the left menu. The **Calendar** link displays assignments and activities by student in grades 6-12 and the **Attendance** link displays an overview for the year for K-12 students. The **Reports** link will provide a schedule and missing assignments PDF file. Use the **Schedule** link to view a grade 6-12 student's current assignments and grades for a class.

Class Details

- To view details about a particular class, the student or parent will click on the *name of a course* on the schedule, such as 4010F-Physical Science.

- This will open up the **Gradebook** for that class. The student or parent will see basic details about assignments.



- Assignments are listed as links – by clicking on any of them, a student or parent will be able to see additional details about the assignment. Additional details are **Assigned Date**, **Description**, **Objectives** and **References** and are not required in order to post an assignment.

Logging Out

When you are finished with your session, click on the **Log Off** link in the left-hand column to log out of Infinite Campus.

Frequently Asked Questions

Q. How can I change my account username and password?

A. Only passwords can be changed from the Change Contact Info link (left frame). Usernames need to be changed from the office personnel (student usernames will not be changed).

Q. How can I change my email address record?

A. Email addresses can be changed from the Change Contact Info link (left frame).

Q. What causes an account to get disabled?

A. Accounts are disabled when there are three mis-keyed attempts at logging into the account. This is for security reasons. Please contact the building account contact to have the account set as active again.

Parents of secondary students should contact one of the school office personnel below.

Summit Middle School: Janene Goodenow [jgoodenow@johnston.k12.ia.us] or 986-0318

Johnston Middle School: Carolyn Ware [cware@johnston.k12.ia.us] or 278-076

Johnston High School: Liz Sullivan [lsullivan@johnston.k12.ia.us] or 278-6786

Parents of only elementary students please contact Ann Wiley (awiley@johnston.k12.ia.us) or 278-0470 x114.

Secondary students should contact their school office staff.

Q. If I have some information that is not correct, how do I get it updated?

A. Click on the Family Link (left frame) to see demographic information. This information can be updated at the school level; contact the school building office staff.

Q. If I questions about grades, attendance or fees, whom do I contact?

A. The course teacher should address grade questions. The school level office should address attendance and fee questions.

Q. How often is Infinite Campus updated?

A. Infinite Campus is real-time data; therefore it is updated once the data is entered. Teachers are to update the gradebook at least every two weeks.