

Mahopac Central School District Infinite Campus Portal

pcxp@mahopac.k12.ny.us
845-621-0656, Ext. 13905

Introduction

The MCSD understands that parental access to information is a critical link in guiding and supporting students. The Parent Portal is designed to help you stay up-to-date with your student's assignments, activities and academic progress. In this secure site, confidential information about your student is just a click away. You can view assignment details, e-mail teachers, track attendance, review behavior records and print report cards and transcripts.

The Parent Portal incorporates the highest level of security. You can see only information related to your student through the use of strong passwords, forced password resets and session timeouts. Five unsuccessful login attempts will disable the Portal account. In order to use the Portal again, you must request a password reset by e-mailing pcxp@mahopac.k12.ny.us.

Parent Portal Logon Instructions

Existing Accounts

If you have already created a Parent Portal account but misplaced your User Name and/or Password please use "Password Reminder" to have your User Name and/or Password e-mailed directly to you. If your e-mail address is not recognized please e-mail pcxp@mahopac.k12.ny.us to have your password reset.

Creating a New Account

For First Time Users Only who **have not received** their Activation Key, send an e-mail to pcxp@mahopac.k12.ny.us or call (845) 621-0656, ext 13905 to request your Activation Key.
(For security reasons photo ID is required)

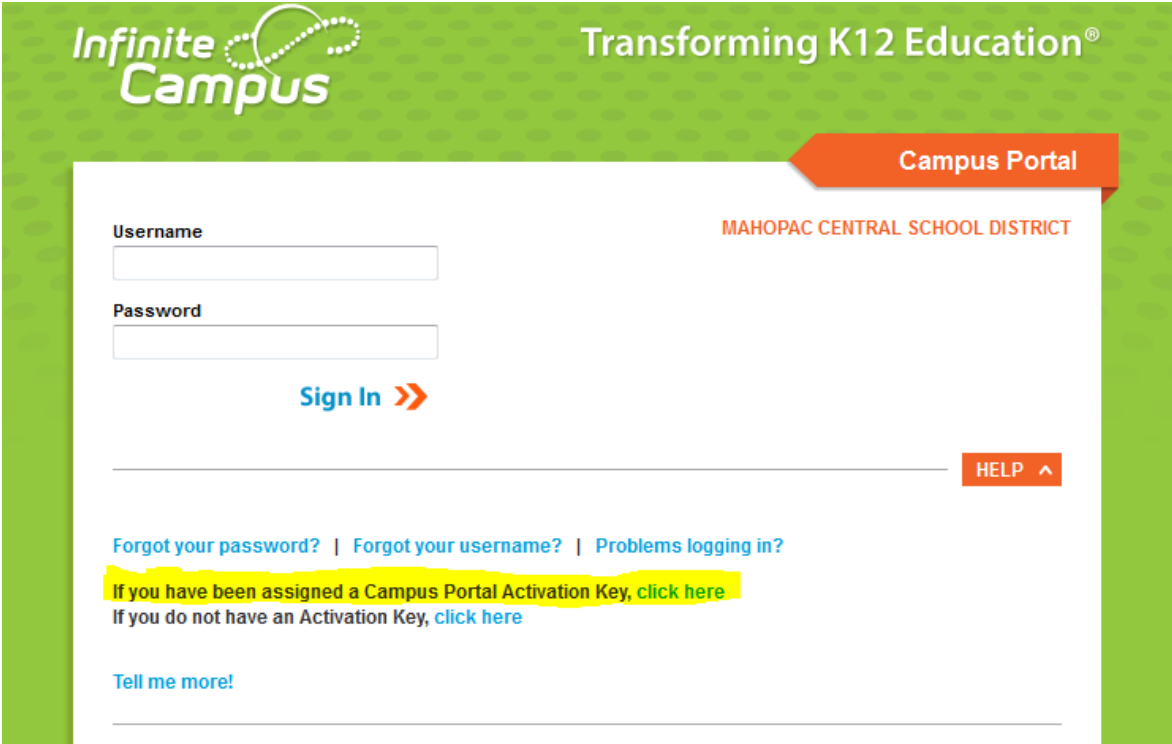
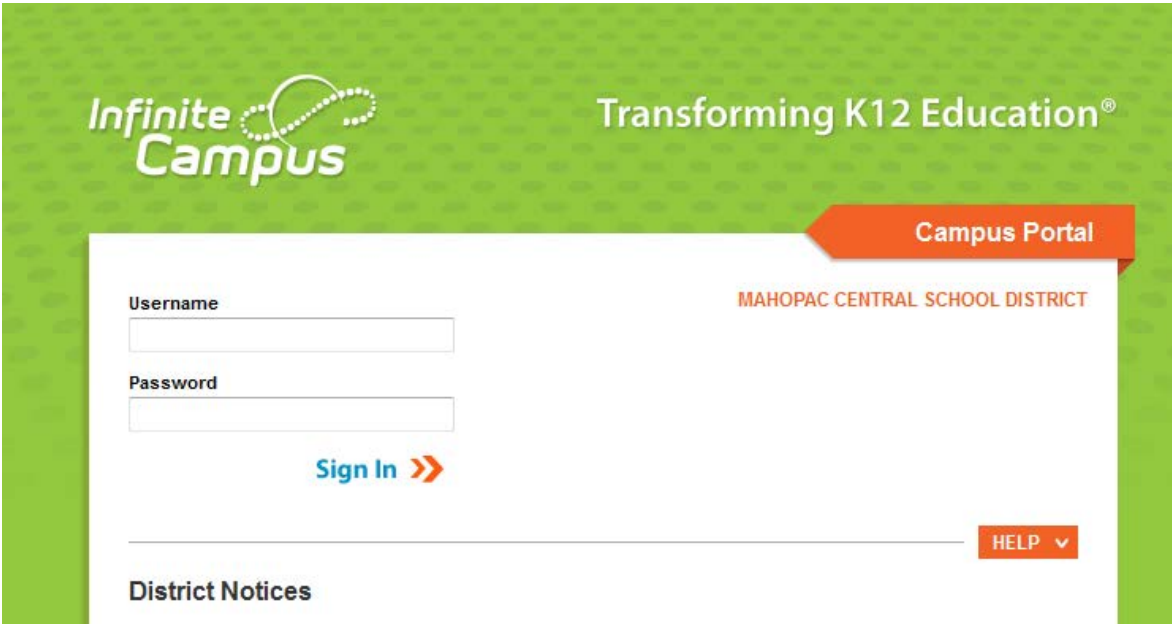
For First Time Users Only who **have already received** their Activation Key

Step 1: To begin the parent/guardian portal account creation process, please go to the district webpage at <http://www.mahopac.k12.ny.us>. Once on the homepage, select Parent Access: Infinite Campus Portal from the "District Resources" drop down.

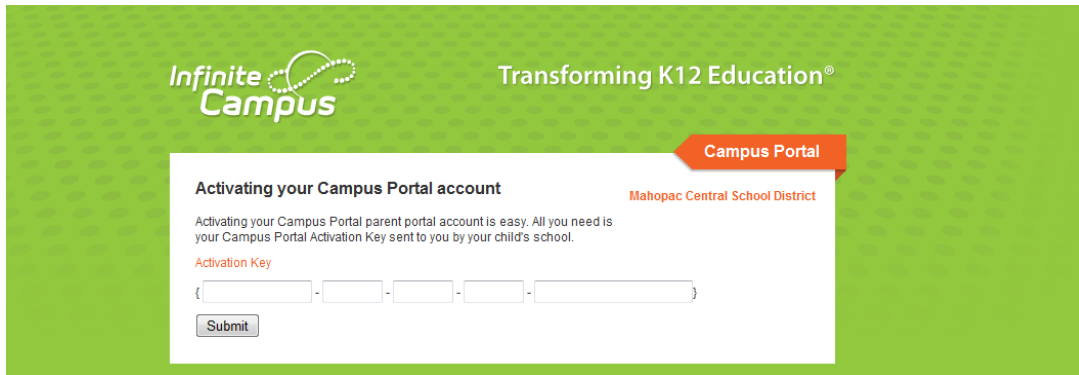
MAHOPAC CENTRAL SCHOOL DISTRICT



Step 2: From the Parent Portal Logon Page, click on “**Help**” to expand the page then click on the Line that states “If you have been assigned a Campus Portal Activation Key, [Click Here](#)”



Step 3: Enter your assigned Activation Key and click on “**Submit**”



The screenshot shows the Infinite Campus website interface. At the top left is the Infinite Campus logo with the tagline "Transforming K12 Education®". On the right, there is a red button labeled "Campus Portal". Below this, the page title is "Activating your Campus Portal account" for "Mahopac Central School District". The text explains that activating the account is easy and requires the activation key sent by the school. There is a label "Activation Key" above a series of five input fields separated by dashes. A "Submit" button is located below the input fields.

Step 4: You are now ready to create your Parent Portal user account. You will need to enter a User Name and Password that will be used to access the Parent Portal. User Names must be unique and at least 6 characters long. Passwords must be “strong” so please make sure the password strength reaches 100% when entering your password. Retype your Password to Verify and click on “Create Account”.

Step 5: Once you have selected and entered an acceptable user name and password, you will receive a confirmation message.

Click on the link to return to the Logon screen to access your account. It is recommended that you save the logon screen to your favorites.

After you have logged onto your account you will also be prompted to set your User Preferences. This information will assist with identifying you in the event you misplace your user name or password. (See “Setting up Your User Preferences” for additional information.)