

**Katonah-Lewisboro School District
Infinite Campus Parent Portal
Activating a Campus Parent account**

School:	Parents: In order to receive a Campus Parent activation key, please
Parent Name:	complete and sign page 4 of the Campus Parent User Agreement and either
Address:	(a) Scan and email it to parentportal@klschools.org
Activation Key:	(b) Drop it off at your child's school. Thank you!

1. Go to the new Infinite Campus – Campus Parent, at <https://icampus.klschools.org/campus/portal/parents/katonah.jsp>
2. From the Infinite Campus Parent Portal Login page, select “New User”

KATONAH-LEWISBORO UFSD

Parent Username

Password

Log In

[Forgot Password?](#) [Forgot Username?](#) [Help](#)

[Log in to Campus Student](#)

or

[New User?](#)

3. On the New User screen, enter your Activation key and select Submit.
(Please note: Once the Activation Key has been used to create an account, it cannot be used again.)

New user?

Activate your Campus Parent account by entering the activation key sent to you by your district.

If you do not have an activation key, please contact your district to obtain one.

Activation Key *

Submit

[Back to Login](#)

The Activation Key will be verified, and when approved, a screen will prompt the user to create a Campus Parent account.

Create Campus Parent Account

Welcome **Maureen Jones!**

Username *

Password *

Confirm Password *

Password Strength 0%

Submit

[Back to Login](#)

1. Enter a **Username**. It is best to use an alphanumeric username.
2. Enter a **Password**. Passwords should be difficult for others to guess, and should be a minimum of 6 characters. The system measures your password strength as you enter the characters. If you are having difficulty creating a strong password, making it nine characters or longer is often helpful. Try creating a short sentence or pass phrase so it is easy to remember. Be sure to include punctuation, numbers, letters and symbols where it makes sense.
3. Re-enter the password in the **Confirm Password** field.
4. Select **Submit**. If the system does not let you submit, then the password is not strong enough.

Security and password information:

- It is recommended that parent/guardians change their password on a regular basis (by going to the Account Settings);
- It is recommended that parent/guardians do not share their password information with anyone outside of their immediate household;
- The system will end any session that has been dormant for an extended period of time;
- We do not recommend setting your browser to remember your user name and password;
- All attempts at logging into the system are recorded, and an audit trail is created. Parent/guardians themselves can view this audit trail for their own account.
- After three unsuccessful login attempts, the parent/guardian's account will become disabled. The parent/guardian must send an email to parentportal@klschools.org in order for their account to be re-activated. Please include the parent/guardian's full name, home phone number, portal user account name and a description of the problem or request. Please allow 24 - 48 hours for the account to be reset and notification sent back to the parent/guardian.

System Requirements:

The portal is best accessed from a PC computer with Windows XP or newer platform. Infinite Campus support recommends Internet Explorer 7.0 or higher and Mozilla Firefox for Macintosh computers. In addition, you will need to have Adobe Acrobat Reader 7.0 or higher installed on your machine. Adobe Acrobat Reader software can be downloaded at the following website: <http://get.adobe.com/reader/>.

Problems with the Parent Portal Account

If you are having a problem with your account, an email message for assistance can be sent to parentportal@klschools.org. Please include the parent/guardian's full name, home phone number, portal user account name and a description of the problem or request.

For more information on navigating the Infinite Campus Parent Portal, visit the District website at www.klschools.org, and select Departments – Technology.