

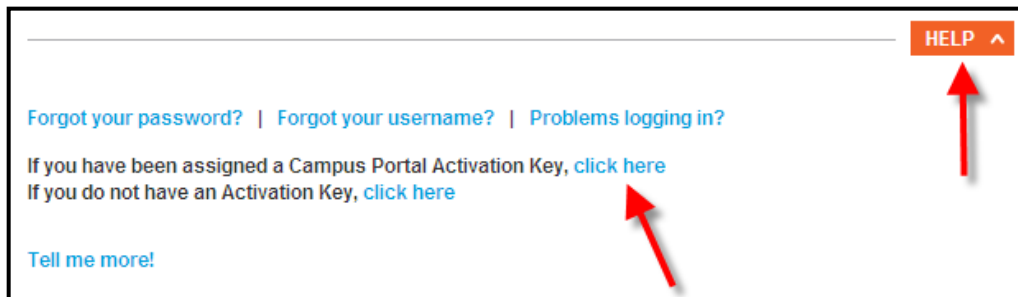
Katonah-Lewisboro School District
Infinite Campus Parent Portal
Activating an Infinite Campus Parent Portal account

In order to activate a Parent Portal user account, you will need to be provided with an Activation Key from the district. If you do not already have this Activation Key, please do the following:

1. Download the Parent Portal Agreement from the District website, at www.klschools.org, within the Departments – Technology – Infinite Campus Parent Portal tab. Review, complete and sign the Parent Agreement Form on Page 4. Parent/guardians within the same household may share a Portal account. Each parent/guardian wishing to have a unique account must complete his/her own Agreement Form. You will need Adobe Acrobat Reader in order to read the Agreement.
2. Deliver the completed Agreement to your school’s Main Office, or send it via email to parentportal@klschools.org
3. Once the information on the Agreement is verified, and it is confirmed that you have legal rights to the requested student’s records, you will be provided with a unique Activation Key.

Once the Activation Key has been obtained:

1. Go to the Infinite Campus Parent Portal, either directly through <https://icampus.klschools.org/campus/portal/katonah.jsp> or through the link provided on the District website, within the Departments – Technology – Infinite Campus Parent Portal tab.
2. From the Infinite Campus Parent Portal Login page, select Help and then “click here”, next to “If you have been assigned a Portal Activation Key”.



3. On the Activation Screen, enter your Activation Key from above (do not type in the brackets or dashes) and click on Submit. Once the Activation Key has been used to create an account, it cannot be used again.

The Activation Key will be verified, and when approved, the user will receive a message, “Campus Portal account creation successful”.

Creating a Username and Password for the Parent Portal

1. Enter a **Username**. It is best to use an alphanumeric username.
2. Enter a **Password**. Passwords should be at least 6 characters long, and should be difficult for others to guess. The system will not save a password that it does not consider to be ‘strong’, as indicated by the percentage meter on the right. Once 100% is reached, the password can be used.
3. Re-enter the password in the **Verify Password** field.
4. Click the Create Account button.

The screenshot shows a green header bar with a red arrow pointing to the text "Campus Portal". Below this, a message reads "Campus Portal account creation successful!" followed by "KATONAH-LEWISBORO UFSD". A welcome message for "Maureen Jones" states: "Welcome Maureen Jones, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future." The form includes three input fields: "Username" with the text "thisisatest", "Password" with a strength indicator showing "100%", and "Verify Password" with a strength indicator showing "100%". A "Create Account" button is located at the bottom of the form.

Security and password information:

- It is recommended that parent/guardians change their password on a regular basis (by going to the Account Management - Change Account Password feature);
- 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. If the user has established their User Preferences (within the Account Management tab), then the “I Forgot my Username” or “I Forgot my Password” options may be used to reset the account. If these settings have not been established, the parent/guardian must send an email to parentportal@klschools.org or call the Parent Portal Hotline at 763-7905, 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 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/>. A minimum dial-up modem speed of 56Kbs is recommended.

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 or you can call the Parent Portal Hotline, at 763-7905. 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 – Infinite Campus Parent Portal.