Infinite Campus Parent Portal

Create a New Account, Retrieve a Password or User Name, Ask for Help
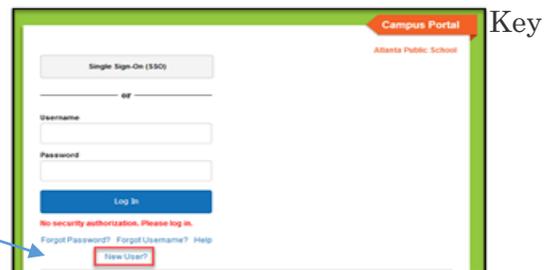
CREATE A NEW PARENT PORTAL ACCOUNT:

Parents of students in grades Prek–8 have access to class schedules, attendance records and grades through the Infinite Campus **Parent Portal,** an easy-to-use, secure communications tool for the district. Additionally, the Parent Portal enables parents to verify household information, including email, home address and telephone numbers. **Follow the directions below to activate your account.**

Part 1: Request a Parent Portal Activation Key by calling the school office during normal business hours.

Part 2: First Time Account Creation:

a) Parents/guardian should go to the **Parent Portal Login Page**.
https://rochelleccsd.infinitecampus.org/campus/portal/rochelle_ccsd.jsp

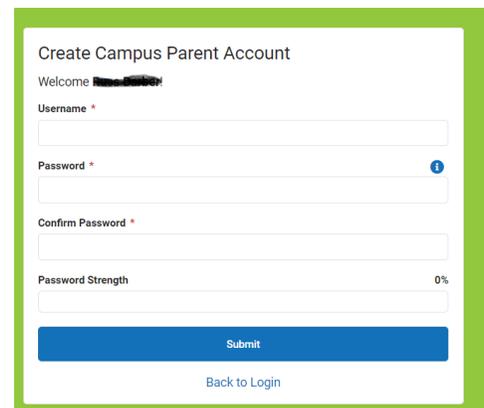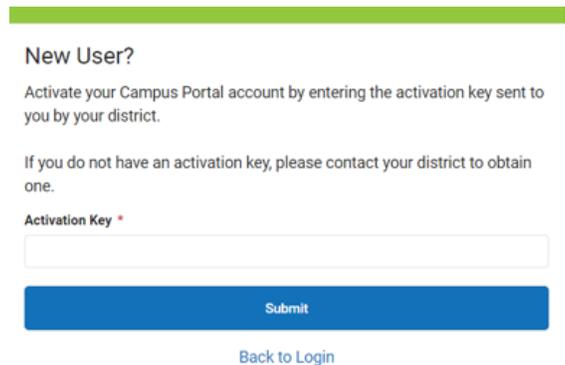b) Select **New User?** to open the Campus Portal Activation Key option.

c) Another screen will display >> New User?.

d) Enter the **Activation Key** assigned to you. If you don't have an Activation Key you will need to call the school secretary for it. Once the Activation Key has been used to create an account, it cannot be used again.

e) Click the **Submit** button. The Activation Key will be verified, and when approved, a screen will prompt the user to create a username and password.

f) Creating your user name and password

    1. **Enter a Username.** Use an alphanumeric (both letters and numbers) username.
    2. **Enter a Password.** Use an alphanumeric password. Passwords should be at least 6 characters long. If system preferences have been set to require a **Strong Password**, it must meet three of the four qualifications:
        1. A lower case letter (a, j, r, etc.)
        2. An upper case letter (A, J, R, etc.)
        3. A number (3, 7, 1, etc.)
        4. A symbol (@, %, &, etc.)
    3. Re-enter the password in the Verify Password field.
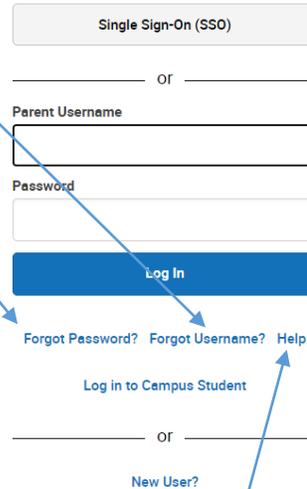   4. Click the Create Account button.

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RESET USER NAME AND/OR PASSWORD FOR PARENT PORTAL ACCOUNT:

- Select the **Forgot Your Password?** link and an email will be sent to the address on record. Directions for the password reset process will be included.
- Select the **Forgot Your Username?** link and an email will be send to the address on record containing your username.

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Single Sign-On (SSO)

or

Parent Username

Password

Log In

Forgot Password?   Forgot Username?   Help

Log in to Campus Student

or

New User?

Users can request to receive the forgotten username up to 5 times per day. On the sixth try, the user will be locked out of the account and will need to wait until the next day to try again. All usernames associated with the email address entered will be listed in the email.

- If you are unable to reset using the online reset feature, please select Help to notify the technology department. They will reach out to you by email to answer any questions you may have.