

Clinton County School District
Infinite Campus Parent Portal
Step-by-Step Instructions for First Time Log On

1. The Parent Portal can be accessed from the Clinton County Schools website www.clinton.kyschools.us. Click on the Infinite Campus Parent/ Student Portal link, → in the middle of the page. You will only need one account for all of your children.



2. Click on the link following the sentence "If you have been assigned a Campus Portal Activation Key."

First time using Campus Portal?

If you have been assigned a Campus Portal Activation Key, [click here](#)
If you do not have an Activation Key, [click here](#)

Already have a Campus Portal account?

User Name

Password

Log In

[Problems logging in?](#)

For security purpose it is suggested to click **NO** if the AutoComplete Passwords box appears.



3. Enter the Portal Activation Key provided in the letter you received into the appropriate boxes.

Activating your Campus Portal account

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal [Activation Key](#) sent to you by your child's school.

Activation Key

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Submit

Click on the **Submit** button when you are done.

4. You must now create a User Name and Password.

- Type your desired User Name in the area indicated. (Your username must be at least 8 characters long).
- Type your desired Password. Strong passwords are enforced. Your password must be at least 8 characters long, they are case sensitive, must contain letters AND numbers or special characters (!@#\$%^&*~+?~.|=), and should not contain any parts of your name or username.
- Retype your password in the Verify Password area.
- Click on the **Create Account** button when you are finished.

[Note: It is important that you keep your access information **private** and do not share it with anyone].

Campus Portal account creation successful!

Welcome [Your Name](#), 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.

User Name

Password

Verify Password

Create Account

5. You are now ready to log into the system! Click on the link indicated to access the Parent Portal login page.

Campus Portal account creation

Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page.

6. In the boxes indicated type in the Username and Password you created in step 4. Click on the **Log In** button when you are finished.

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7. You are now in the Parent Portal! Click on **Change Contact Info** in the menu on the left and enter your email address. In order for your child's teachers to see your email address you need to check the box at the bottom that says "Teacher". It's suggested that you check all of these boxes.

8. Prior to August the information that you can view is very limited. After school begins data such as Schedule, Attendance, Health, etc. will be available, as determined by each schools administration.

- By clicking on the **Schedule** link you will be able to view your child's scheduled classes on the right. Click on the teacher's name to send them an email.
- By clicking on the **Attendance** link you will be able to view your child's daily attendance. [Please remember to wait 24 to 48 hours before you call the Office to report any errors.]
- By clicking on the **Health** link you will be able to view your child's immunizations – if they've been entered.
- By clicking on the **Reports** link you will be able to view and print your child's schedule and other reports as they become available.
- To add/change your email address, click on **Change Contact Info**.

9. In the interest of security, make sure to click the **Log Off** link, in the menu on the left, when you are finished. Click OK.

