

## Instructions For Accessing The Infinite Campus Parent Portal

You must have an account with an **Internet Service Provider**, (ISP) such as Atlantic Broadband, AOL.com, Pennswoods.net, or others. Parents without internet access may access the Infinite Campus Parent Portal at the public library or through any computer meeting the requirements below.

**The Internet Explorer version 7 or later, Chrome, Firefox, and Safari** is required.

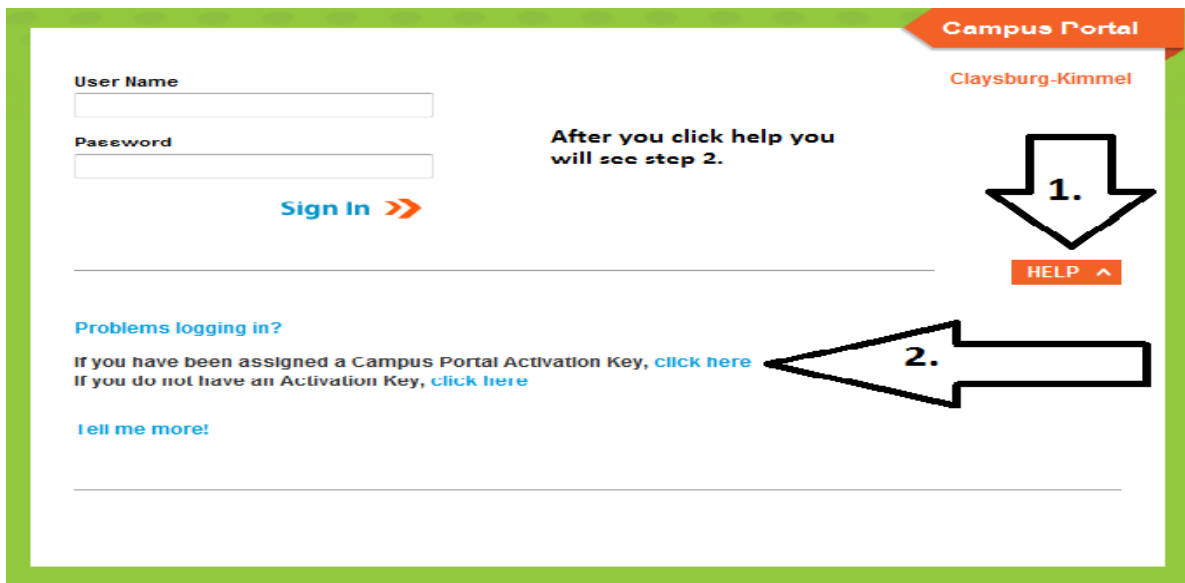
**Operating System Requirements:** Windows XP or higher and Mac OS 10.5 or later is recommended.

- If you have not previously accessed your Infinite Parent Portal, please follow the directions below.
- If you have already created your Infinite Campus Parent portal account, please go to Step 7 in these instructions to view your student's cafeteria activity or cafeteria account balance and/or to Step 8 to add funds to your student's cafeteria account.

You will need to use the activation code in the attached letter to set up your login and password.

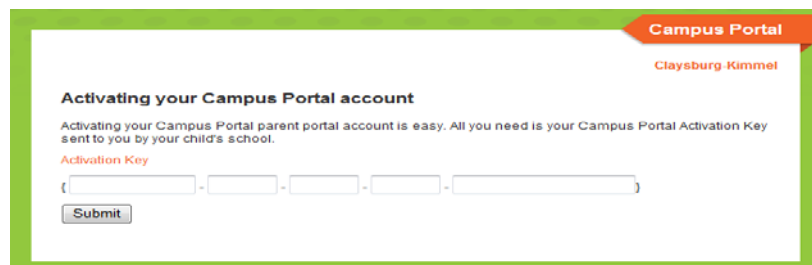
To get to Infinite Campus go to the Bulldogs web page at [www.cksdbulldogs.com](http://www.cksdbulldogs.com) and on the right under Quick Links click on Infinite Campus..

1. Click on the Help button and then you will see the Campus Portal Activation link.



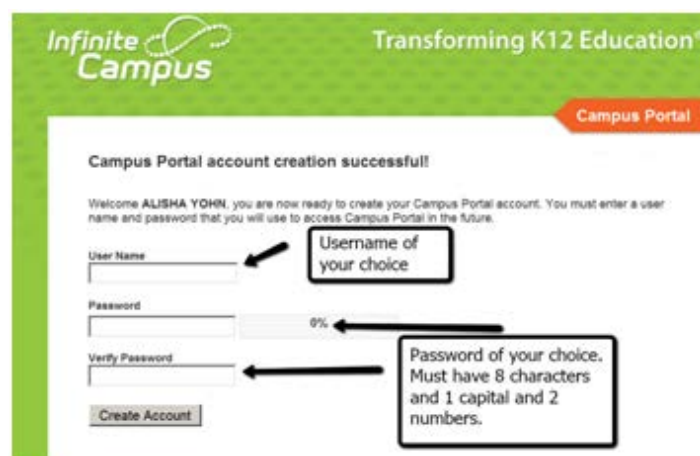
The screenshot shows the login page for the Infinite Campus Parent Portal. At the top right, it says "Campus Portal" and "Claysburg-Kimmel". There are two input fields for "User Name" and "Password", followed by a "Sign In >>" button. Below the sign-in area, there is a link for "Problems logging in?". A text box explains that if a user has an activation key, they should click a link, and if not, they should click another link. A "HELP ^" button is located on the right side. Two large arrows are overlaid on the page: arrow "1." points down to the "HELP ^" button, and arrow "2." points left to the "click here" link in the "Problems logging in?" section.

2. Click on the link designated in the above picture.



The screenshot shows the "Activating your Campus Portal account" page. It includes the text "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." Below this, there is a label "Activation Key" and a form with five input fields separated by dashes, representing the activation key. A "Submit" button is located at the bottom of the form.

3. Enter **Your Activation Code** that was on the letter given to you and click **Submit**



4. Enter the **user name** of your choice.
5. Enter the new password of your choice two times. You must use at least **one capital, one lowercase letter and two numbers**.
6. **Create Account**.

Once you set up your username and password, please store it in a safe place. **Your username and password is confidential.**

It is important that you include a valid e-mail address if you have one in your personal profile information. It allows your child's teachers to contact you directly through the e-mail system. It also allows you to retrieve your password should you forget it.

You can also install the I/C app on your phone after your account is created.  
Site ID for smart phone is **CJMCYX**

7. Review Activity/Check balance.  
Click on the Food Service tab on the left.  
All of the students in your family should be included on this page.
8. Add Payments  
Click on the Payment tab on the left.  
You will be able to add funds to the accounts of or all of the students in your family.
  - Please note: There is a convenience fee charged by Vanco (credit processing company) for online payments. This fee is not a school district fee.

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## Frequently Asked Question

***Q. Do I have a separate user name and password for each of my children?***

A. No. You will be able to access the information for all your children that you have legal rights to view once you are logged on .

***Q I lost/forgot my password! How do I retrieve it?***

A. Students may request a password from the office personnel at the elementary and high school offices by filling out a request form. Parents can request a password reset by contacting us at 814-239-5141 ext 1356 Or by emailing us at [jdodson@cksd.k12.pa.us](mailto:jdodson@cksd.k12.pa.us) We are unable to view your passwords due to security....we can only reset them. If you have a current e-mail address in the system you can use the self-retrieval button.

**Q. *Who do I contact to discuss my child's grades or a grading issue?***

A. You would contact your child's teacher, guidance counselor or principal if there is a problem with the grade or a grading issue.

**Q. I have questions concerning my student's cafeteria account balance/payments?**

A. Please email [msmithmyer@cksd.k12.pa.us](mailto:msmithmyer@cksd.k12.pa.us)

**Q. Do I have to make payments online to view my student's cafeteria account information?**

A. No. The information is available to all.