

## DCSD IT: Infinite Campus Parent Portal

Last Update: 07/02/2019

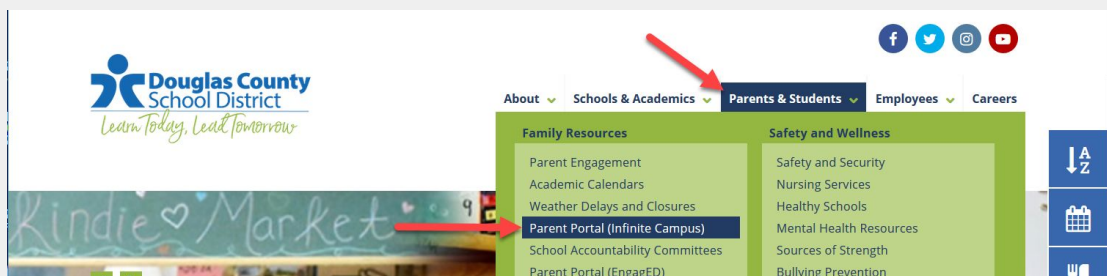
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### OVERVIEW

This tutorial will demonstrate how to sign in and view student and family information in the Infinite Campus Parent Portal.

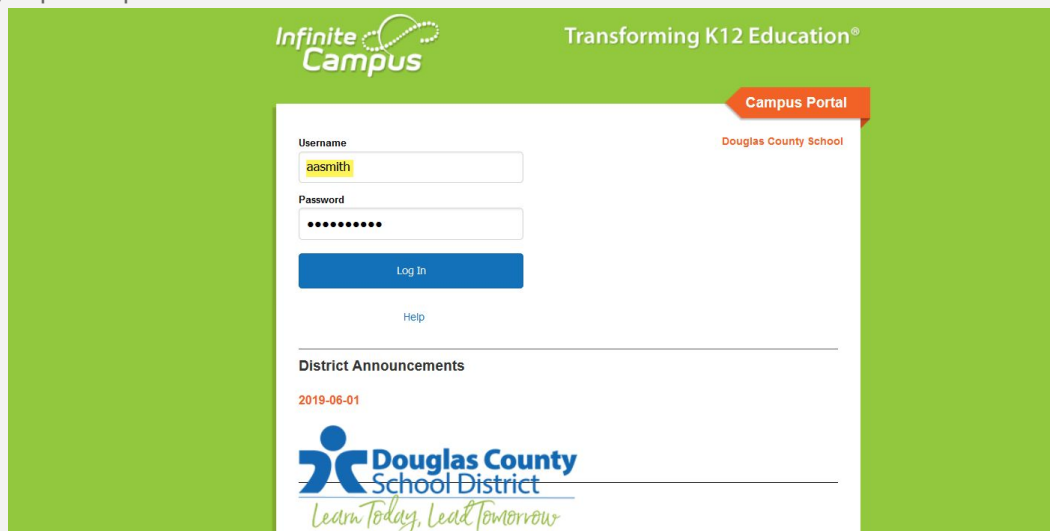
### Step 1

Navigate to <https://www.dcsdk12.org>. Select **Parents & Students>Parent Portal (infinite Campus)**



### Step 2

Use your parent portal credentials to sign in. \*These credentials are identical to those used to access Engaged parent portal.



## Step 3

The previous version presented a screen similar to the one below.

**Campus Portal** **SELECT A STUDENT** Welcome J... in **Try the new Campus Parent** **Sign Out**

**Family**  
Messages  
Household Information >  
Family Members >  
Calendar >  
User Account  
Account Settings >  
Contact Preferences >  
Access Log >  
Notification Settings >

EngagED Parent Portal  
More DCSD Parent Links  
Online Payments  
Online Payments for Charters  
Online Registration  
School Lunch Payment  
Douglas County School

**District Announcements - 1 message**  
[ 06/01/2019 ]  
**Douglas County School District**  
*Learn Today, Lead Tomorrow*  
**New Campus Parent and Campus Student Apps**  
**New App Mandatory after June 30th.**  
New Campus Parent and Student App  
Nueva aplicación para padres y estudiantes del campus

**School Announcements - 0 messages**  
**Inbox - 2 messages**

**Parent/Guardians with multiple students would use this option to navigate to each student**

**School specific messages located here**

**External links located here**

## Step 4

The new version of IC Parent Portal displays in a similar format as the mobile app (Campus Parent). Parent/Guardian specific information displayed on this screen.

**Infinite Campus** **Parent** **Message Center** **Today** **Calendar** **Responsive Schedule** **Fees** **Discussions** **More**

**Announcements** **Inbox**

**District Announcement**  
06/01/2019  
**Douglas County School District**  
*Learn Today, Lead Tomorrow*  
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**Side navigation bar can be expanded or collapsed using this icon**

## Step 5

Once a student specific data element is selected from the left navigation bar, the student name will appear in the upper right. Use the arrow to select a different student (if applicable).

The screenshot shows the Infinite Campus interface. On the left, the navigation menu includes 'Parent', 'Message Center', 'Today', 'Calendar', 'Responsive Schedule', 'Fees' (highlighted with a red arrow), 'Discussions', and 'More'. The main content area is titled 'Fees'. At the top right, there is a student selection dropdown showing 'A' with a red arrow pointing to it. Below this, it says 'Total Due: \$0.00'. There is a 'School Year' dropdown menu. At the bottom, there is a table with the following structure:

DESCRIPTION	DUE DATE	FEE BALANCE
Subtotal		

## Step 6

To access external links, choose **More** from the left navigation bar and scroll down.

The screenshot shows the Infinite Campus interface with the 'More' section selected in the left navigation bar (indicated by a red arrow). The main content area displays a list of links: 'Meal Benefits', 'Transportation', 'Lunch Balance', and 'Online Registration'. Below these is a section titled 'Quick Links' (circled in red), which contains the following links:

- [Douglas County School](#)
- [Buffalo Ridge Elementary](#)
- [Online Payments for Charters](#)
- [School Lunch Payment](#)
- [EngagED Parent Portal](#)
- [More DCSD Parent Links](#)
- [Online Payments](#)

## Step 7

Select the person icon in the upper right to access **Settings** and **Log Off**

