## Infinite Campus portal setup and trouble shooting guide for parents using IE7

Step 1		
Person Summary Report Name Gender Race Ethiloty Bith Data Studer Number State ID State Number Person CullD Person Summary Report 1554305F-898C-4684-A7C5-54680FCA Contact Information Mailing Addresses Non-Household Relationships	Page 1 of 1 Generated: 11/22/2009 11:58 34 A085	Your school office staff will provide you with a Personnel Summary Report that shows your Person GUID. Important: Verify this summary is for you, not the student. You will use this ID as the Activation Key when creating your own Parent Portal User Account.
Sten 2		
Microsoft Phishing Filter	At your home comp A pop-up window m phishing filters. Che Turn on automatic Click OK.	outer, open Internet Explorer 7. hay appear asking the user to set up bose the recommended option of a <b>Phishing Filter</b> .
Step 3		
re Search Delete Browsing History Pop-up Blocker Phishing Filter Manage Add-ons Work Offline Windows Update Full Screen F1 Menu Bar Toolbars Sun Java Console Internet Options		Click Tools. Choose Internet Options

Step 4	
Internet Options	
General       Security       Privacy       Content       Connections       Programs       Advanced         Home page       To create home page tabs, type each address on its own line.       Intervention       Intervention       Intervention         Mathematical	On the General tab, under Browsing history click on the "Settings"
Search VS Change search defaults. Settings Tabs Change how webpages are displayed in Settings tabs. Appearance Colors Languages Fonts Accessibility OK Cancel Apply	button.
Step 4	
Internet Options       ? ]:         General       Security       Privacy       Content       Connections       Programs       Advanced         H       Temporary Internet Files       Internet Explorer stores copies of webpages, images, and media for faster viewing later.       Internet Explorer stores copies of stored pages:       Internet Explorer stores copies of stored pages:       Internet Explorer stores copies of stored pages:       Internet Files         B       Check for newer versions of stored pages:       Internet Files       Internet Explorer         Check for newer versions of stored pages:       Internet Files       Internet Files         B       Every time I visit the webpage       Internet Files         B       Every time I start Internet Explorer       Internet Files         Check for newer       Other       Internet Files         S       Current location:       Internet Files         C:\Documents and Settings\staff\Local Settings\Temporary       Internet Files         T       Move folder       View objects       View files         A       History       Specify how many days Internet Explorer should save the list of websites you have visited.       Days to keep pages in history:       Image: Ima	Under Check for newer versions of stored pages: Click Every visit to the page. Click OK.

Step 5	
Internet Options	
General Security Privacy Content Connections Programs Advanced	
Home page	
To create home page tabs, type each address on its own line.	
http://www.apsnet/	
Use current Use default Use blank	
Browsing history	
Delete temporary files, history, cookies, saved passwords, and web form information.	
Delete Settings	Click UK to close the internet
Search	
Change search defaults. <u>Settings</u>	
Tabs	
tabs.	
Appearance	
Colors Languages Fonts Accessibility	
Step 6	I.
🏠 🔹 🔜 👻 🖶 🔹 🔂 Page 🔹 🎯 Tools 🔹	If using Pop-up Blockers, click Tools.
Delete Browsing History	If not using Pop-up Blockers go to
Turn Off Pop-up Blocker	Step 9.
Si Pop-up Blocker Settings Phishing Filter	•
Manage Add-ons	Click Pop-up Blocker Settings.
Step 7	
Pop-up Blocker Settings	×
Exceptions	In the Exception box, enter
Pop-ups are currently blocked. You can allow pop-ups from specific	
websites by adding the site to the list below.	^.aps.k12.co.us
Address of website to allow:	Click Add
*.aps.k12.co.us Add	

Step 8			
Pop-up Blocker Settings         Exceptions         Pop-ups are currently blocked. You can allow pop-ups from spewebsites by adding the site to the list below.         Address of website to allow:         Allowed sites:         *.aps.k12.co.us         Close	xcific V Add C move	When appea Click (	you click Add, the address will r in the Allowed Sites Section. Close.
At t	the URL ad	ddress	s line, enter:
Image: Second state     Image: Second st	os://sis.aps ess Enter.	<u>.k12.</u>	co.us/campus/portal/aurora.jsp
Step 10			
12.co.us/campus/portal/aurora.jsp         al Login         First time using Campus Portal?         If you have been assigned a Campus Portal Activation Key, <u>click here</u> If you do not have an Activation Key, <u>click here</u> Already have a Campus Portal account?         User Name	Search	F11	You will now be at the login page. Click on Tools. Click on Internet Options.
Step 11			
Internet Options     ? ×       General Security     Privacy     Content     Connections     Programs     Advanced			
Select a zone to view or change security settings.	tes		Click on Trusted sites. Click on the Sites button.

Step 12	
Trusted sites	
You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.	The Infinite Campus login address will be listed in the
Add this website to the zone: https://sis.aps.k12.co.us Add	Add this website to the zone field.
Websites: http://*.district.aps Remove	Uncheck Require server verification (https:) for all sites in this zone.
	Click the Add button.
Require server verification (https:) for all sites in this zone	
Close	
Step 13	
Trusted sites	
You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.	
Add this website to the zone:	The IC Website has now been added.
Websites:	Click Close.
http://*.district.aps https://sis.aps.k12.co.us	Note: In order for this change to take affect, the browser window may need to be closed and reopened.
Require server verification (https:) for all sites in this zone	
Close	

Step 14		
<ul> <li>Page • Or Tool</li> <li>Delete Browsing History</li> <li>Pop-up Blocker</li> <li>Phishing Filter</li> <li>Manage Add-ons</li> <li>Work Offline</li> <li>Windows Update</li> <li>Full Screen</li> <li>F11</li> <li>Menu Bar</li> <li>Toolbars</li> <li>Sun Java Console</li> <li>Internet Options</li> </ul>	Click on Tools. Click on Internet Options.	
 Step 15		
Internet Options         General       Security       Privacy       Content       Connections       Pro         Settings <ul> <li>Do not save encrypted pages to disk</li> <li>Empty Temporary Internet Files folder when b</li> <li>Enable Integrated Windows Authentication*</li> <li>Enable native XMLHTTP support</li> <li>Phishing Filter</li> <li>Otisable Phishing Filter</li> <li>Turn off automatic website checking</li> <li>Turn on automatic website checking</li> <li>Use SSL 2.0</li> <li>Use SSL 3.0</li> <li>Use TLS 1.0</li> <li>Warn about certificate address mismatch*</li> <li>Warn if changing between secure and not sec</li> <li>Warn if POST submittal is redirected to a zone</li> <li>Warn if POST submittal is redirected to a zone</li> <li>Reset Internet Explorer settings</li> <li>Deletes all temporary files, disables browser add-ons, and resets all the changed settings.</li> <li>You should only use this if your browser is in an unusab</li> <li>OK</li> <li>Cancel</li> </ul>	grams Advanced   prowser is clc Click on the Advanced tab.   rowser is clc Scroll to the Security setting and locate the Phishing Filter.   state mode Select the Disable Phishing Filter option.   ure mode Click the OK button.   Reset Restart the browser	
Step 16		
C T Itps://sis.aps.k12.co.us/campus/portal/aurora.jsp	At the URL address line, enter: https://sis.aps.k12.co.us/campus/portal/aurora.jsp Press Enter.	

Step 17

First time using Campus Portal? If you have been assigned a Campus Portal Activation Key, <u>click here</u> If you do not have an Activation Key, <u>click here</u> Already have a Campus Portal account? User Name Password Log In Problems logging in? Sten 18	lick here	At the Campus Parent Portal Login screen click on the Campus Portal Activation Key "click here" link.
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 {	Ente this ente Activ	r the Activation Key into fields - is case sensitive and must be ered exactly as shown on your vation Key form.
Step 19         Campus Parent Portal Login - Microsoft Internet Explorer         Eile Edit View Favorites Tools Help         Description         Back       Description         Description       Description         Address       Introstitistic sape.k12.co.us/campus portal aurora_conv5.jsp?section=checkKey         Welcome to the Aurora Public Schools Campus Portal       Campus Portal account creation successful!         Welcome to the Aurora Public Schools Campus Portal in the future.       Welcome Joe Parent, you are now ready to create your Campus Portal account You must enter a user name and password that you will use to access to accurate, current and nonebut your child(rent)'s schools         Vertorments and more!       Description         Mitting Internet       Description         Mitting Internet       Description         Description       Description         Vour child(rent)'s schools       Class word         assignments and more!       Description         Mitting Internet       Description         Description       Create Account	Enter a Enter a <b>charact</b> Re-ente Passwor Click on	User Name Password - <b>must be at least 6</b> ers r the password in the Verify d field "Create Account"
Step 20 Campus Portal account creation Congrestitational You have successfully created your Campus Portal account <u>Click here</u> to enter Campus Portal login page.	The syst account Use the Infinite	tem will display a successful c creation confirmation. "Click here" link to login into Campus

Step 21	
First time using Campus Portal? If you have been assigned a Campus Portal Activation Key, <u>click here</u> If you do not have an Activation Key, <u>click here</u>	
Already have a Campus Portal account?	
User Name Password Log In Problems logging in?	At the login screen, enter your newly created User Name and Password Click on the "Login" button.
Step 22	1
Iminite Compute Student Information Portal - Microsoft Internet Explorer         Eile       Edit       View       Favorites       Tools       Help         Stack       •       •       Image: Stack - Image: Stack	The Parent Portal will display District and School Notices
Address in https://ais.aps.kt2.co.us/campus/portal main.xsl	The left-hand menu will list all of the students that are attached to your Portal User account.
Colendar     School Notices     School Notices     O Log Off     In English     En Espeñol	If you have several students attending APS, you will be able access each of those students' records from one Parent Portal User Account
	When you are finished viewing student information, click Log Off.

## General trouble shooting

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General connectivity issues - re-do/confirm the Internet Browser setting changes per the above directions "Infinite Campus portal setup and trouble shooting guide for parents"		
File Download	When clicking on a specific report to print/view, system prompts "Do you want to save this file?"	
Name: report.pdf Type: Unknown File Type, 2.07 KB	Adobe Acrobat Reader needs to be installed.	
From: sis.aps.k12.co.us  Save Cancel  While files from the Internet can be useful, some files can potentially barm your computer. If you do not trust the source, do not save this	For parents or staff working at home, link to: <u>http://www.adobe.com/products/acrobat/rea</u> <u>dstep2.html</u>	
file. What's the risk?	Accept all of the default settings when proceeding through the install	
I see my 8 <sup>th</sup> grader but not my 6 <sup>th</sup> grader? — Solution: Contact your school office to verify your GUID number from Step 1 in the directions above "Infinite Campus portal setup and trouble shooting guide for parents"		
Dial-up connections suffer performance problems. This site is best experienced using DSL or cable internet connections.		