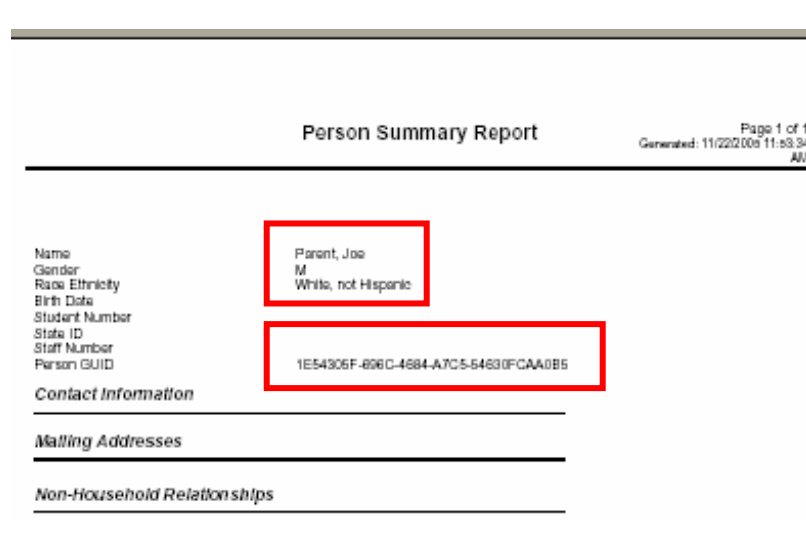


Infinite Campus portal setup and trouble shooting guide for parents using IE7

Step 1



Person Summary Report

Page 1 of 1
Generated: 11/22/2008 11:03:34 AM

Name: Parent, Joe
Gender: M
Race/Ethnicity: White, not Hispanic

Birth Date:
Student Number:
State ID:
Staff Number:
Person GUID: 1E54906F-696C-4684-A7C5-54630FCAA0B5

Contact Information

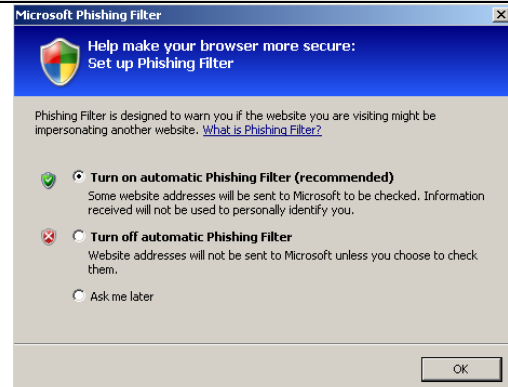
Mailing Addresses

Non-Household Relationships

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.

Step 2

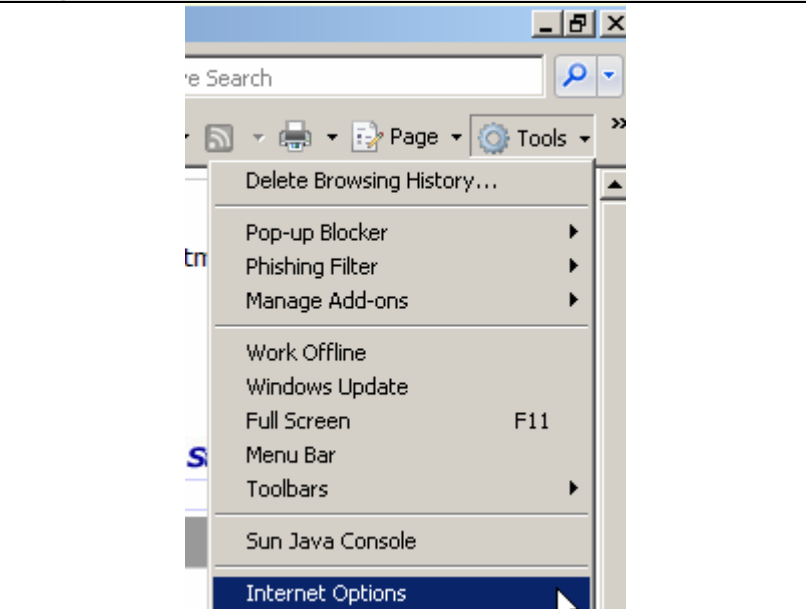


At your home computer, open Internet Explorer 7.

A pop-up window may appear asking the user to set up phishing filters. Choose the recommended option of Turn on automatic Phishing Filter.

Click OK.

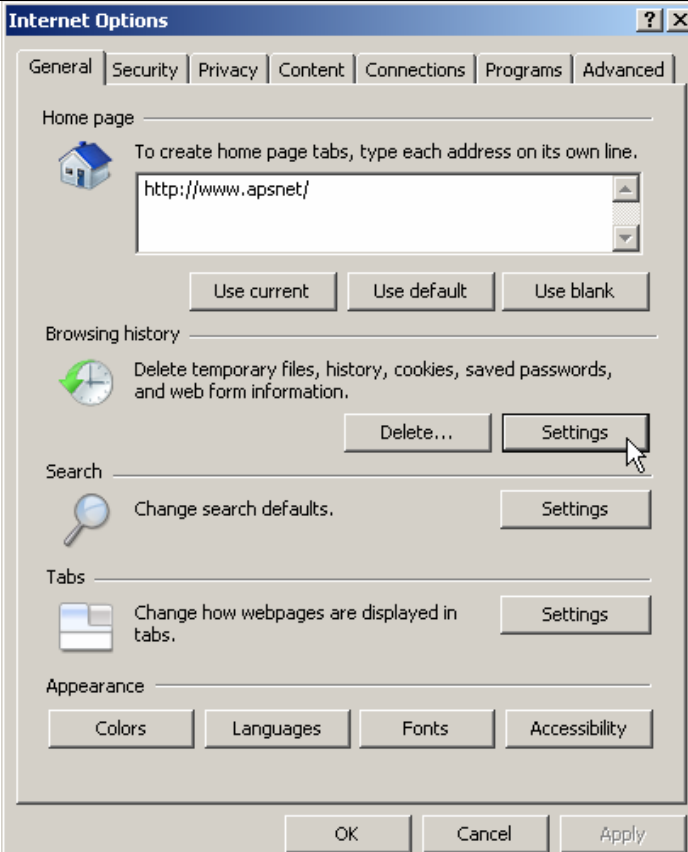
Step 3



Click Tools.

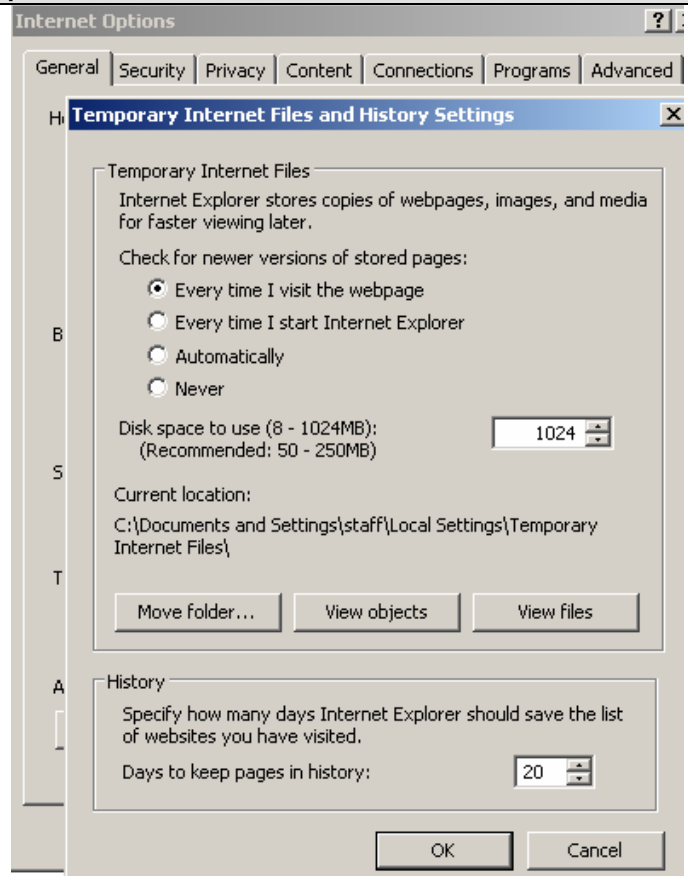
Choose Internet Options

Step 4



On the General tab, under Browsing history click on the "Settings" button.

Step 4

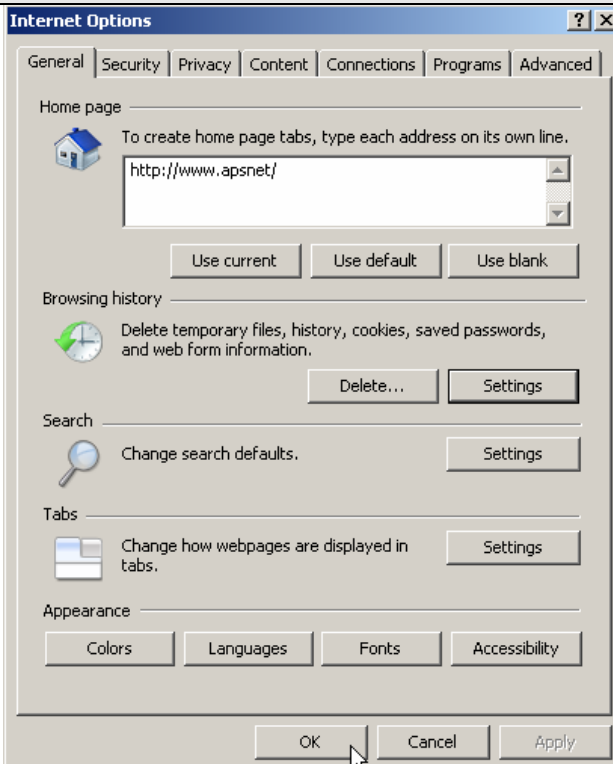


Under Check for newer versions of stored pages:

Click Every visit to the page.

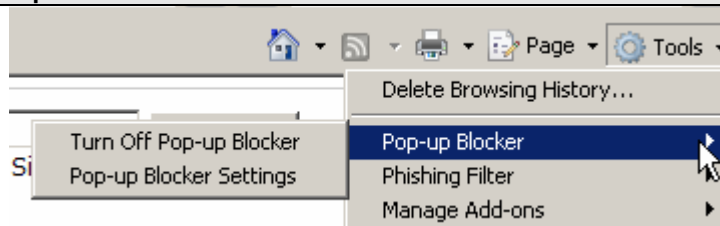
Click OK.

Step 5



Click OK to close the Internet Options window

Step 6

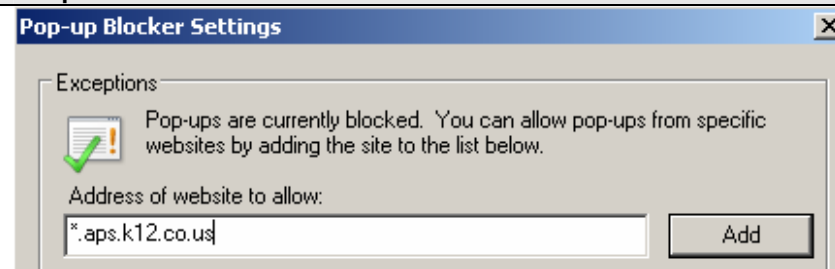


If using Pop-up Blockers, click Tools.

If not using Pop-up Blockers go to Step 9.

Click Pop-up Blocker Settings.

Step 7

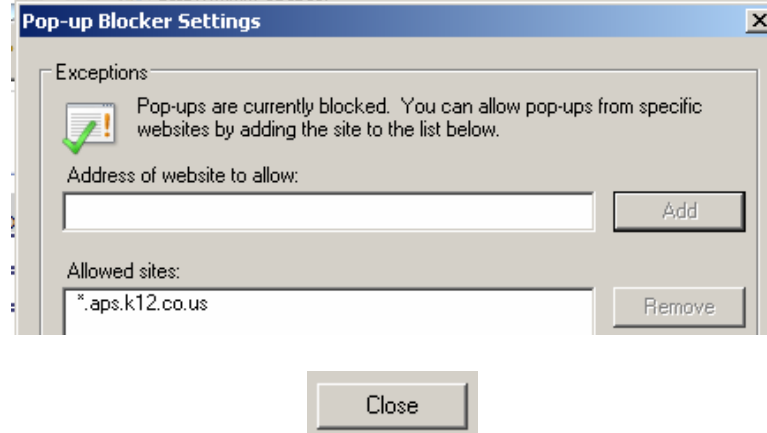


In the Exception box, enter

*.aps.k12.co.us

Click Add.

Step 8



When you click Add, the address will appear in the Allowed Sites Section.

Click Close.

Step 9

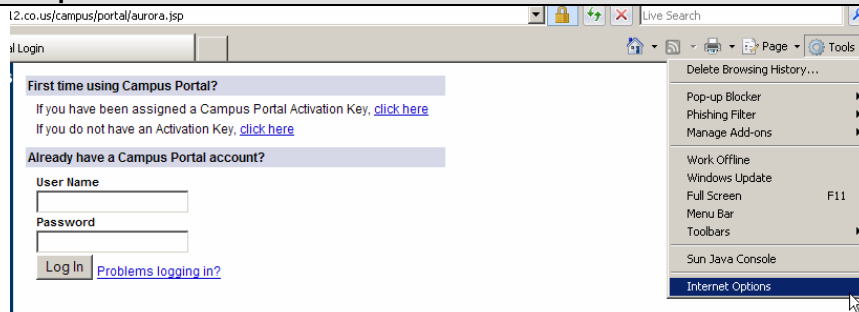


At the URL address line, enter:

<https://sis.aps.k12.co.us/campus/portal/aurora.jsp>

Press Enter.

Step 10

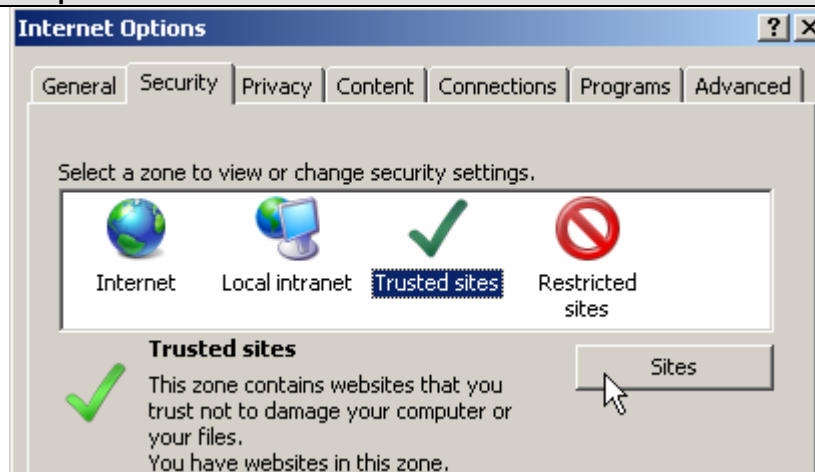


You will now be at the login page.

Click on Tools.

Click on Internet Options.

Step 11

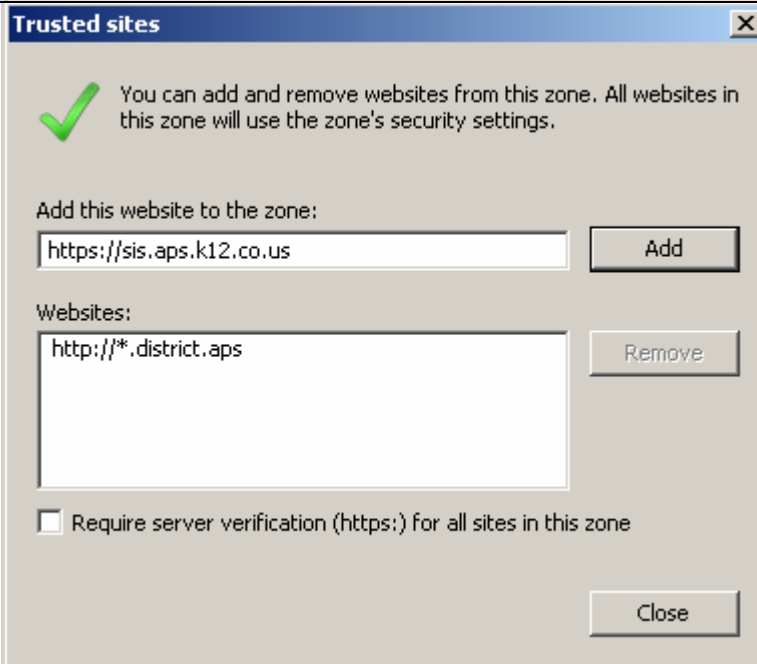


Click on the Security tab.

Click on Trusted sites.

Click on the Sites button.

Step 12

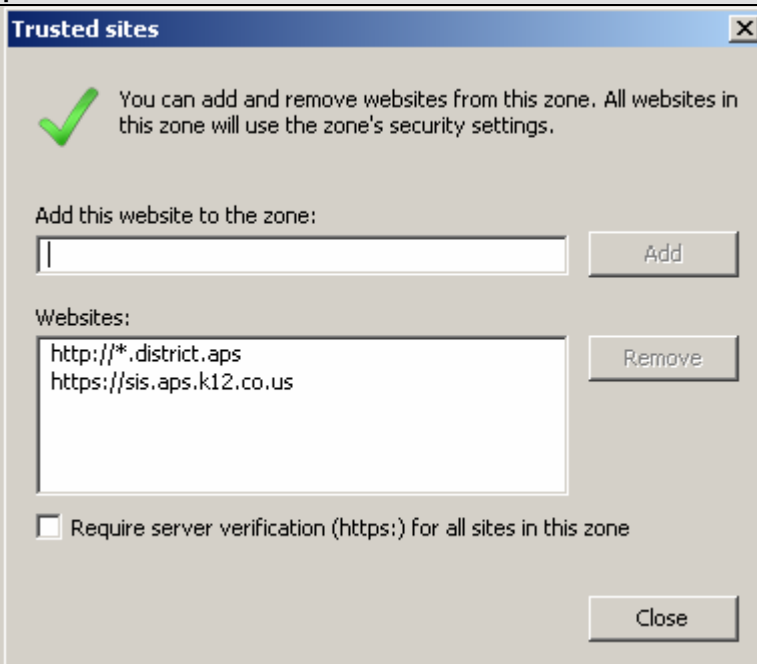


The Infinite Campus login address will be listed in the Add this website to the zone field.

Uncheck Require server verification (https:) for all sites in this zone.

Click the Add button.

Step 13

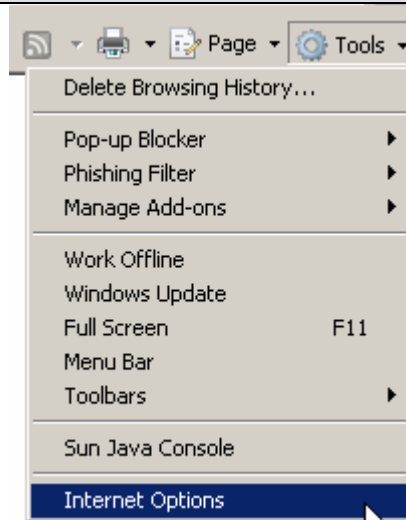


The IC Website has now been added.

Click Close.

Note: In order for this change to take affect, the browser window may need to be closed and reopened.

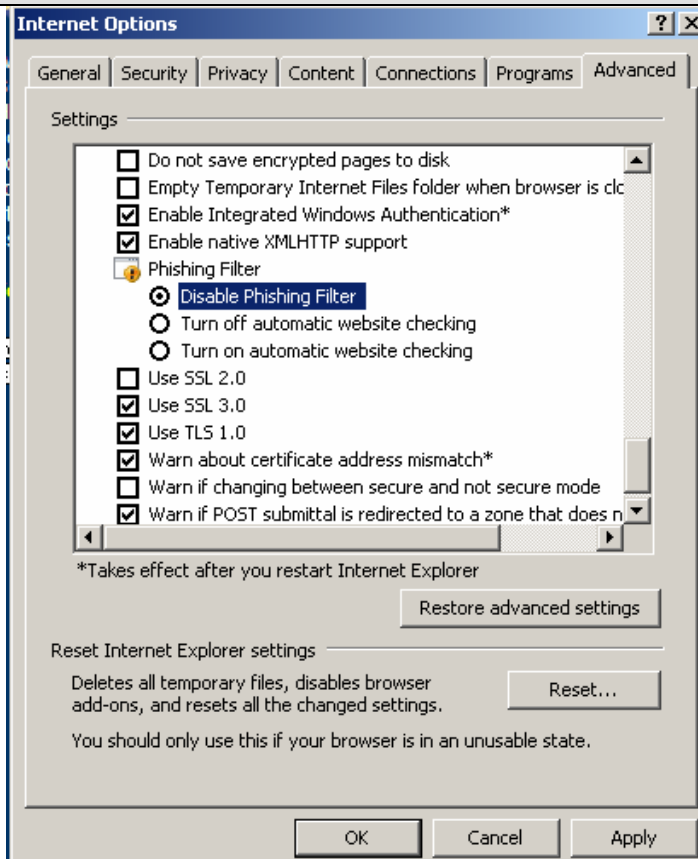
Step 14



Click on Tools.

Click on Internet Options.

Step 15



Click on the Advanced tab.

Scroll to the Security setting and locate the Phishing Filter.

Select the Disable Phishing Filter option.

Click the OK button.

Restart the browser

Step 16



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, [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?](#)

At the Campus Parent Portal Login screen click on the Campus Portal Activation Key "click here" link.

Step 18

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

{ - - - - }

Submit

Enter the Activation Key into fields - this is case sensitive and must be entered exactly as shown on your Activation Key form.

Step 19

Enter a User Name
Enter a Password - must be at least 6 characters
Re-enter the password in the Verify Password field
Click on "Create Account"

Step 20

Campus Portal account creation

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

The system will display a successful account creation confirmation.

Use the "Click here" link to login into Infinite Campus

Step 21

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

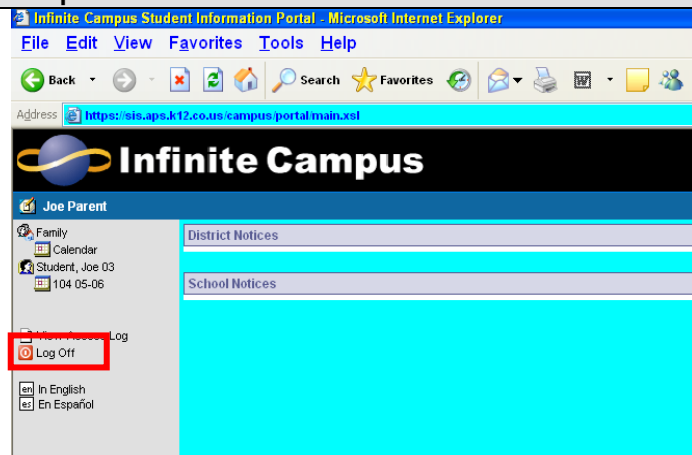
Password

[Problems logging in?](#)

At the login screen, enter your newly created User Name and Password

Click on the "Login" button.

Step 22



The Parent Portal will display District and School Notices

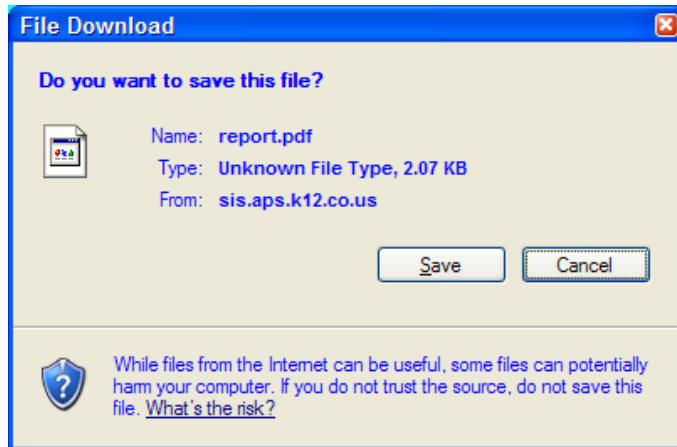
The left-hand menu will list all of the students that are attached to your Portal User account.

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

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"



When clicking on a specific report to print/view, system prompts "Do you want to save this file?"

Adobe Acrobat Reader needs to be installed.

For parents or staff working at home, link to:
<http://www.adobe.com/products/acrobat/readstep2.html>

Accept all of the default settings when proceeding through the install

I see my 8th grader but not my 6th 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.