Infinite Campus Portal User Guide
Catoosa County Public Schools

o New user can use your web browser to access Portal Log-in screen (New User) We recommend using Internet Explorer (Microsoft), Firefox (Mozilla), or Safari (Apple).

o The web address is https://campus.catoosa.k12.ga.us/campus/portal/catoosa.jsp or use the PARENT PORTAL link on the Catoosa County Public Schools web site which is http://www.catoosa.k12.ga.us.

o If you are a new user you will need to create your account before you can log-in.

o You should have a portal activation key from your student's school (only one is required even if you have more than one student). Please do not share account your account.


Is this your first time to access this account? Click Help to enter you Activation Key.

o When you click the HELP tab the screen will expand and give you a couple of more links to click.

o Click on the link "If you do not have an Activation Key, click here" will refer you to the school.

Click here if you have an ACTIVATION KEY

o Clicking on the "do not have an Activation Key" will refer you back to the school for an activation key. The activation key is the secure link between you and your children.

o Enter you Activation Key and press the "Submit" button. This number will be on the letter you receive from the school after submitting your application. If you need an application please contact your child's school.


Enter you key in the blanks and click the SUBMIT button
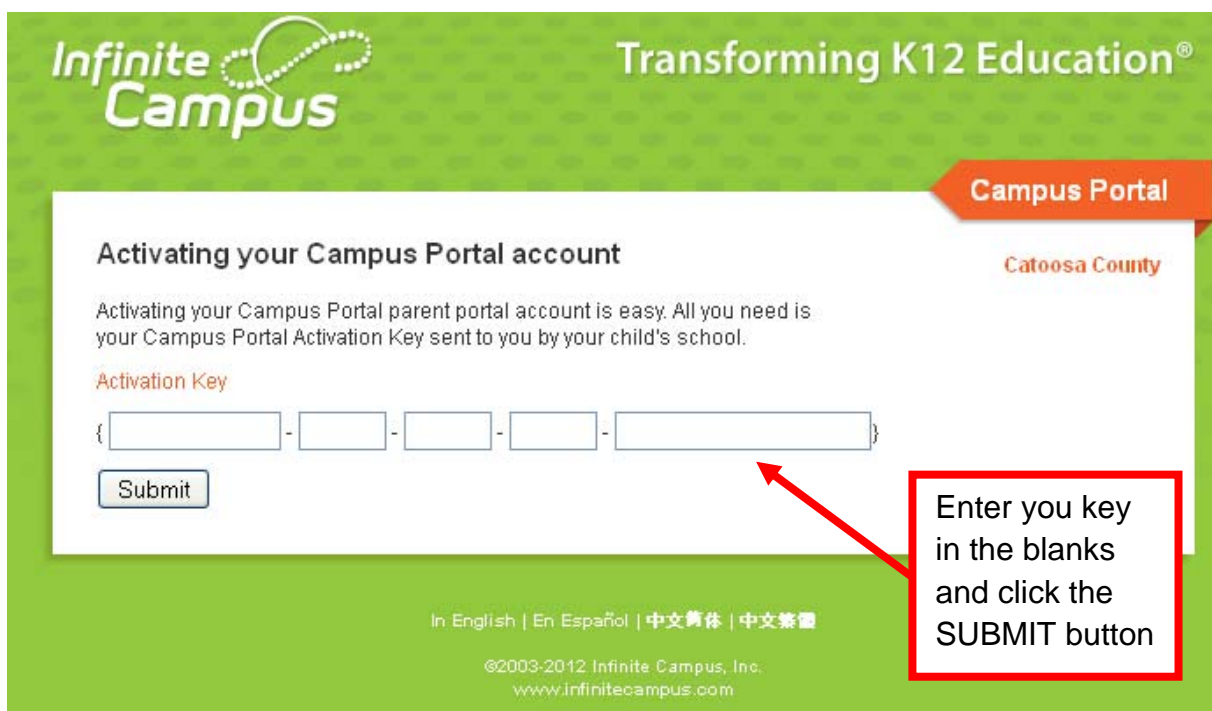
- Create your account by making up a user name and password. The user name will have to be one that is not in use so you may not get your first choice. After you enter your user name and password twice (to make sure it is typed correctly) press "Create Account".

o   If there is not a duplicate user name the system will tell you the account was created successfully. Now you can log into the portal and see your student's information.

- Follow the link on the successful account creation screen or use your web browser to access the Portal Log-in screen.
  - The URL (web address) is https://campus.catoosa.k12.ga.us/campus/portal/catoosa.jsp. Or access the portal via the Catoosa County Public Schools web site.
  - A screen shot of the log in screen is above (the first graphic).
  - Enter your user name and password into the spaces provided and click on the "Log In" button.
  - If your log in attempt is unsuccessful:
    - Make sure the user name and password are correct. This may sound simple but type the user name and password slowly and make sure it is correct.
    - After 5 unsuccessful attempts the software automatically locks your user account. This is to prevent unauthorized access by password guessing. You may have to contact the school to have your account unlocked.
    - The system will give you an alternate log in after the 5 attempts so if you know your password you can still log in. The screen looks similar to the screen below. Enter the letters shown in the box below with your user name and password to log in.
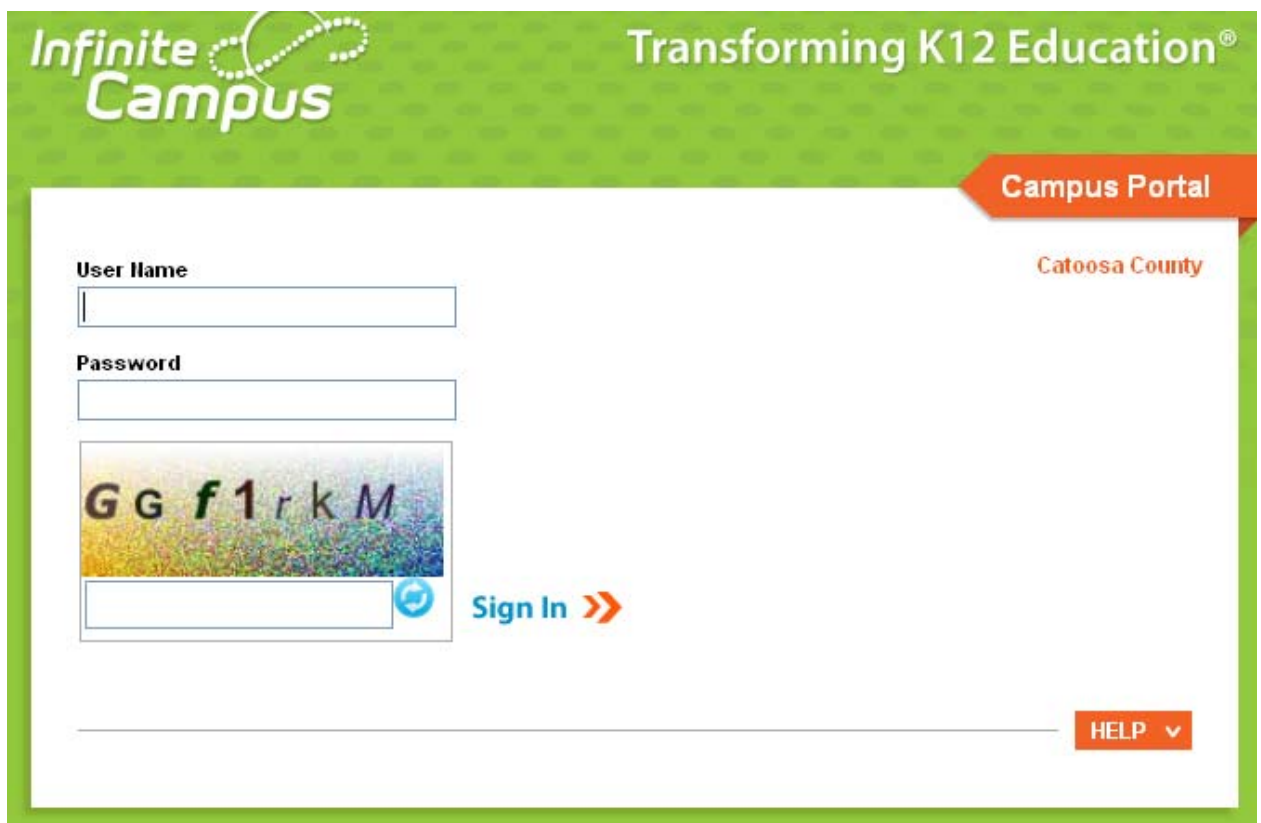
  - After your successful log in you will be greeted with the Infinite Campus portal home screen.

- Infinite Campus Portal Home
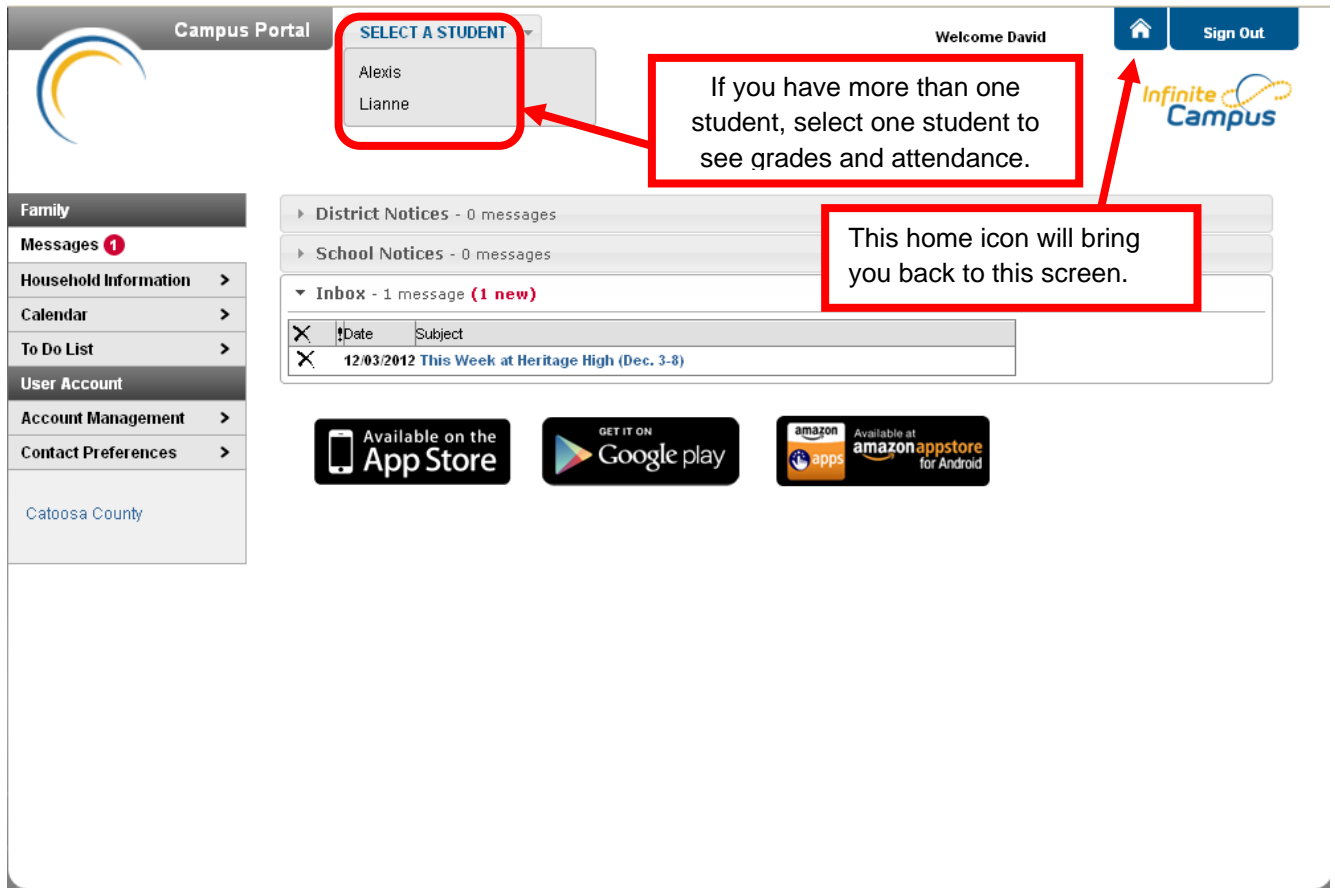
o The first thing to notice is the message area in center screen.
- District Messages are displayed at the top. These are messages that are school system wide and posted by the district.
- School Messages are next and like the district are messages posted by the schools. If you have students in more than one school, all school's messages will show on the family page.
- In Box is a place where you will get personal messages these will include messages you may have received by E mail (click the "X" to delete messages).

o The menu area to the left is family based when the home page opens up. So information shown will be for all your students.
- The household information button allows you to change your home phone number. This change will affect all active members of the household. In other words it will change the home number for all members of the family (parents and children).
- The calendar will have information on it for all students in all schools that are part of the family.

The family calendar displays all students in the family

- All Messages for all schools your children attend will show up. All E mails and notices will also display.
- There is a selection to change your password (Account Management). You will be asked for your old password then your new password twice. You can change this as often as you like.
- Changing contact preferences affects the way the school contacts you and what instances they will contact you.
- The Catoosa County selection takes you to the Catoosa County Public Schools web site.
  - o The Menus at the top
    - Allow you to select the student you would like to view (in the case of a student user they are automatically defaulted to their own information).
    - Return to the Home page.
    - Sign out of the Infinite Campus system.
- Student Information Page
  - o The menu on the left again selects the main contents.
  - o The Calendar selection shows below (it is the default when you select a student).
    - The calendar shows school days, holidays, etc.
    - The calendar also shows assignments, tests, etc.
    - Attendance events can also be found on the calendar (absences, tardies, etc.).
    - Selecting one of the symbols and clicking on it opens up detail information for that date.

- This information can be historical, current (today), or for future events. Just move the calendar to the month and select the events on the day you would like to view.
- o Schedule shows all the student's classes for each term in a table format.
  - This contains classes and the block in which they meet for the current term.
  - Many teachers can be contacted by way of E mail here. (There names are hot linked to their E mail addresses).
- o Attendance will detail attendance events such as tardies and absences (excused or unexcused).
- o Grades shows the students grades in all classes in which they are enrolled

- o Reports
  - Missing assignments is just that, assignments that are due to be completed, but have yet to be graded or turned in to the teacher. This gives you a written report.

- o Cafeteria Balance
  - ▪ The amount of money in the student's cafeteria account. If it is a negative number the account is over-drawn.
- o Emergency Contacts
  - ▪ Lists all the emergency contacts on file for the school to contact. If you would like to change these please notify the school (preferably in writing).
- Once your account is set up you can access it from your smart phone or tablet. You can get an App from the App Stores to run the portal. Log into the App Store for your device and search for Infinite Campus or follow the links on the parent portal from your phone or tablet's browser. This document will not cover that interface. Below is a screen shot of the Mobile Device Home Screen.