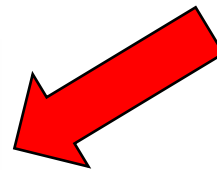


# Instructions to access Infinite Campus

You are able to access valuable information about each of your children's grades, lunch account, past ISTEP scores, and attendance records through our grading parent portal called: Infinite Campus.

If the student **does not** have a username and password please email [ichelp@ftcsc.k12.in.us](mailto:ichelp@ftcsc.k12.in.us) from an e-mail account registered with the school.

Please read through the direction for activating your account and logging in found below.



The **Activation Key** is only needed the first time the user accesses the portal. Upon logging in, the user will be required to establish a username and password that will be used for subsequent portal access.

A screenshot of the Infinite Campus login interface. At the top, a light blue header bar contains the text "First time using Campus Portal?". Below this, the text reads "If you have been assigned a Campus Portal Activation Key, [click here](#)". The "click here" link is highlighted with a red rectangular box, and a large red arrow points to it from the right. Below this, the text says "If you do not have an Activation Key, [click here](#)". A second light blue header bar contains the text "Already have a Campus Portal account?". Underneath, there are two input fields: "User Name" and "Password". At the bottom left is a "Log In" button, and to its right is a link that says "Problems logging in?".

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?](#)

1. From the Portal Login page, select the first Click Here option enter the *First Time using Campus Portal?* heading, which requires a Portal Activation Key.
2. Next the Activation Screen will display. This is where you should enter your Activation Key.
3. Click Submit. The activation key will be verified, and when approved, a screen will display where you can create a username and password.

**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

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**Campus Portal account creation successful!**

Welcome Susan Test, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

User Name

Password

Verify Password