

**KIRTLAND LOCAL SCHOOL DISTRICT**

# **NEW PARENT ACTIVATION KEY FOR INFINITE CAMPUS**

**VIEWING GRADES ONLINE**

Dear Parents,

As educators we realize the importance of sharing information with the parents of our students. This letter will explain the procedure for accessing your Infinite Campus (IC) Portal account which will allow you to view grades, schedules, attendance and fees. Simply follow the instructions below in order to create your new account.

1. Please open a web browser and go to [www.kirtlandschools.org](http://www.kirtlandschools.org)
2. At the home page, locate the yellow IC Portal link (bottom right) and click on it.
3. You will be taken to the Portal Sign In page.
4. At this point, click on the orange Help link.
5. Follow the link to enter your 32-digit activation key below and click Submit.

**ACTIVATION CODE:**

6. You will now be prompted to create your username and password. Click Create Account.
7. If successful, you will be congratulated on the creation of your Portal account.
8. Next, select the Click Here link to enter Campus Portal.
9. Sign In to your account using the information that you just created.

**ADDITIONAL INFORMATION THAT WILL HELP IN THIS PROCESS:**

- Each custodial parent/guardian associated with a student will receive this letter.
- Parents/guardians have accounts separate from Student accounts.
- If needed, update your Browser (Explorer, Chrome, or Firefox).
- Write down your Username and Password for reference.
- InfiniteCampus Portal will be used for students K-12.

Everything contained within this site is encrypted as it travels across the internet to prevent 'hackers' from having access to your child's information. Never share your username and password with others.