

Parent/Guardian: **Jane Doe**

Activation Key: **XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX**

Jane Doe
123 Any ST
Chardon, OH 44024

Dear Parents and Guardians:

We have a new student data management system called Infinite Campus. The Infinite Campus system provides parents/guardians with online access to their student's contact information, schedule, assignments and progress via the Campus Portal. The Campus Portal will be available beginning the week of September 17th, in time to view your student's interim grades. If you are a parent of a student in grades 4-12, this means you will have real-time access to grades through Infinite Campus. Although parents of students in grades K-3 will have access to the Campus Portal, the information available will not include the gradebook. Therefore, a paper-based interim will be provided while the district develops procedures and policies concerning online gradebooks. We will continue to provide information regarding the Campus Portal, including resources to help you navigate your student's information. In the near future, additional components will become available. To register for Campus Portal, please follow the directions below.

DIRECTIONS TO REGISTER FOR THE CAMPUS PORTAL

1. Visit <http://www.chardonschools.org/InfiniteCampus.aspx> to register and log in to Campus Portal. You can also access additional resources concerning Infinite Campus on this page.
 2. On this webpage, click on the logo for 'Infinite Campus Portal' to prepare to register.
 3. Your browser may ask you to accept a website security certificate. Click 'Continue' or 'Accept' if needed.
 4. This will bring you to the Chardon Local SD Campus Portal where you register for an account. Because this is your first time logging on to the Portal, look for the 'HELP' button in the lower right corner of the page. Click 'HELP' to expand a menu of options. Click on the blue link in the sentence that reads 'If you have been assigned a Campus Portal Activation Key, click here.'
 5. Next, you'll arrive at the activation screen. Enter the 32-digit Activation Key from the top of this letter and click the 'Submit' button.
 6. The system will prompt you to create a user name and password. Please be sure to record your user name and password in a secure place for future reference. User name must be at least 6 characters AND Password must be at least 8 characters. Your password is case sensitive and must contain letters AND a number.
 7. Lastly, click on 'Click here' to enter the Portal login page. Retype your user name and password to gain access to the portal.
 9. Next time you visit Campus Portal, log in with your new user name and password.
 10. Contact your student's school building office if you need assistance.
- Once you have registered with Campus Portal, you will be able to review your student's information in real time. We hope you find the Campus Portal to be a valuable tool for accessing information regarding your student.

Regards,

Steven M. Kofol
Assistant to the Superintendent



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