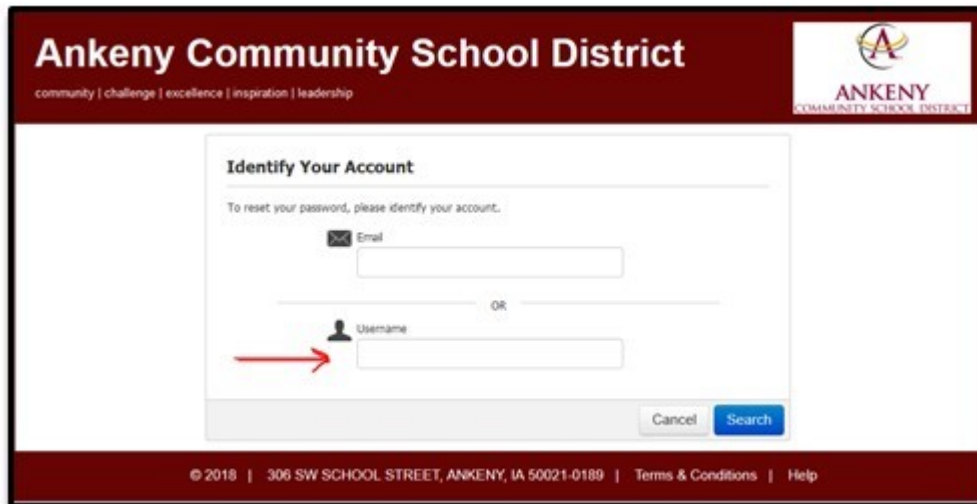


If you are new to using Touchbase

If you are a new user and have not logged into TouchBase, you will need to activate your account. Please view the instructions below. Click on the button **Click here to create your password**. When the **Identify Your Account** box pops up, ignore the email box. What you will do is type your primary email address that you have on record in your infinite campus parent portal in the **Username** box, shown by the red arrow. This will make or break a successful login!

[Click here to create your password](#)



Ankeny Community School District
community | challenge | excellence | inspiration | leadership

ANKENY
COMMUNITY SCHOOL DISTRICT

Identify Your Account
To reset your password, please identify your account.

Email

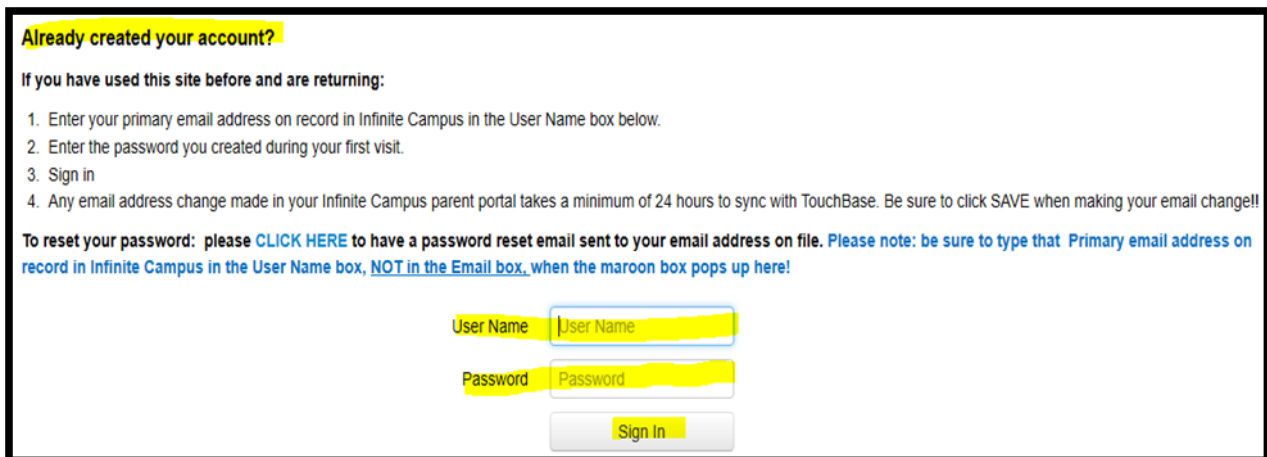
OR

Username

Cancel Search

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You will then be sent an email with a link to activate your password. Once you enter and confirm the password, you will be redirected to the TouchBase site where you can log in under **Already created your account?** as seen below.



Already created your account?

If you have used this site before and are returning:

1. Enter your primary email address on record in Infinite Campus in the User Name box below.
2. Enter the password you created during your first visit.
3. Sign in
4. Any email address change made in your Infinite Campus parent portal takes a minimum of 24 hours to sync with TouchBase. Be sure to click SAVE when making your email change!!


To reset your password: please [CLICK HERE](#) to have a password reset email sent to your email address on file. Please note: be sure to type that Primary email address on record in Infinite Campus in the User Name box, NOT in the Email box, when the maroon box pops up here!

User Name

Password

Sign In

Where will I see my student's fines and/or fees that have been assessed to my student's account?

1. Click on your student's name.
2. At the top of the next screen, all fines and/or fees that have been assessed will show up in a red box with a red **View** button . Click on the **View** button.

3. Check all the applicable boxes under the **Pay** column, then click on **Pay Selected Fines/Fees** button [Pay Selected Fines/Fees](#). All **Pay** boxes checked will be added to your **Checkout** cart (top right hand button) [Checkout](#).
4. If you have other students, click on the **Your Family** link (top left hand column) [Your Family](#) and go thru the same steps.

Where can I find other items to be purchased?

- Meal account additions can be found in 3 places.
 - **Featured** on each student's page
 - **One-Time Meal Payment** under **Shop**. Then click on the **Nutrition** link.
 - If you would prefer to set a **Recurring Meal Payment** under **Other**, this will take you right to the debit/credit card setup, bypassing the Nutrition link.
- Activity tickets such as the SAT (aka CIML) Pass grades 9-12, K-8 Pass, and the 8-Punch activity tickets can be found under **Shop** then **Items At Students School, Category Student Activities**. **Please note: the 8-Punch Tickets will only be available online thru Sunday August 9.** The 8-Punch Tickets can be purchased at your feeder high school's Activity Office or at a home event.

