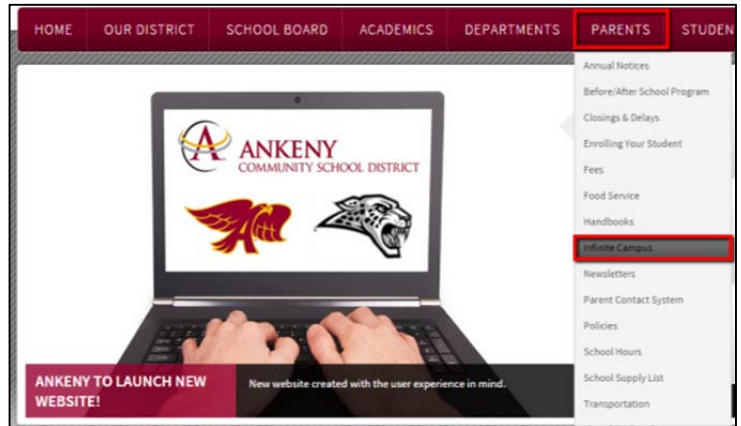


LOGGING INTO/ACTIVATING A PARENT PORTAL ACCOUNT

The Infinite Campus Parent Portal can be found on the school district website under **Parents** → **Infinite Campus**.

Helpful hint documents for parents using the portal can be found in this area.



To see the options shown to the right, click on Help on the Parent Portal login page.

If this is your first time using the portal and you have been assigned an Activation Key – click here.

If you have NOT been assigned an Activation Key, please submit the form listed on the district website under **Parents** → **Infinite Campus** or email a request to fridayportal@ankenyschools.org. Responses are sent out each Friday.

If you already have a Campus account, log in through the portal. If you need a reminder of your log in information, you can use the *Forgot your password?* or *Forgot your username?* links.

If you are setting up your account for the first time, enter your Activation Key or GUID found in your letter and click **Submit**. You do not need to add spaces or dashes. If you have a 0 in your code, it is a zero, not a letter.

Once your activation key has been accepted, create your **User Name** and **Password**. If the user name already exists, select another name and try again. Passwords must be at least 8 characters long and contain at least 3 of the 4 following: upper case letters, lower case letters, numbers and special characters.

When ready, click **Create Account**.

The self-service Parent Portal provides parents the ability and the responsibility to keep their contact and account information up to date. Each Friday, the district offers support where needed in response to detailed requests sent to fridayportal@ankenyschools.org. The form listed on the district website under **Parents** → **Infinite Campus** provides a faster, automated response to common needs.

