

Creating a User Account for Portal

What is Infinite Campus Portal?

Infinite Campus portal allows parents to access student information (schedules, attendance, grades, and report cards) at the click of a mouse. Infinite Campus Portal will replace the progress reports that are printed and sent home every two weeks as well as Quarter and Semester Report Cards.

System Requirements

Microsoft Internet Explorer 5.5 or higher and Mozilla Firefox work best. The Portal may not work well with Safari. For best results, Microsoft Windows 2000, XP, or Vista or Macintosh OS X is recommended. You will also need [Adobe Acrobat Reader](#) software installed on your computer to access any reports from the portal.

Accessing Parent Portal

To access the portal, select *Control* + *click* on the web address below:

Off-Campus <https://icampus.cmca12.com/campus/portal/cmcharter.jsp>

On-Campus <https://192.168.10.4/campus/portal/cmcharter.jsp>

Registering for Parent Portal

If you are accessing portal for the first time, you will need to set up an Infinite Campus user account. Each parent has been given a 32-digit Activation Key, which is required to create a user account.

Follow the step-by-step instructions below to create your user name and log in for accessing Infinite Campus Portal:

- **If you have an Activation Key**, follow the link circled on the image below to set up your user account.
- **If you DO NOT have an Activation Key**, call the building secretary (Brenda x255 at the junior high and Debbie x200 at the high school).

For those accessing Portal for the first time AND have an Activation Key.

- You will be taken to a new screen as seen on the right
 - Type in the 32-Digit Activation Key
 - Click “Submit”

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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NOTES:

- All 0's are zeros, not the letter O
- The Activation Key is not case sensitive
- If you are still having trouble, contact the building secretary (x100 for K-4, x242 for 5-6, x255 for 7-8, x200 for 9-12)

- After you have successfully activated your key, you will see the screen to the right.
 - Create a username and password
 - Select “Create Account”

Campus Portal account creation successful!

Welcome NAME | 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
 ← Enter User Name

Password
 ← Enter minimum of 6 character password

Verify Password
 ← Reenter password

- This screen indicates that you have successfully created your user account. Click on *Click Here* to enter the Campus Portal.

Campus Portal account creation

Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page.

- The Campus Portal Log In screen is shown below. This screen will show every time you enter the Portal.
 - Type in the **User Name** and **Password** which you created
 - Click on *Log In*

NOTES:

- After 3 consecutive failed attempts at logging in, your account will be locked.
- To unlock your account, please contact your building secretary.

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

[Problems logging in?](#)

Log into the portal with the *User Name* and *Password* you created.