



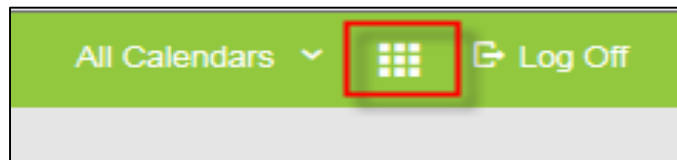
Creating and Managing Your CampusID

02/12/15

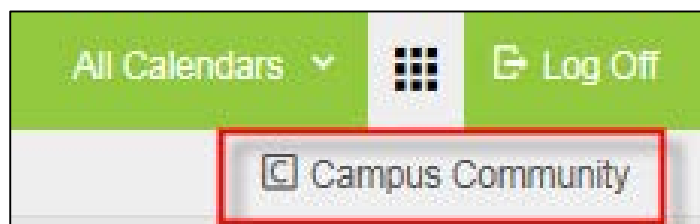
The Campus Community provides Campus Users access from Infinite Campus to a new knowledge base, moderated forum, video library, customer event calendar and news stories via a single sign-on. Additionally, Support Contacts for the district will have access to support ticket management and Technical Contacts will be able to request updates and/or sandbox refreshes.

School district staff who have access to their Infinite Campus application can create an account for the Campus Community. This account is called the CampusID.

If your district is in E.1402 or higher, or your district has switch to the 2015M line, your can find the Campus Community under the App Switcher at the top of the tool bar. Click the App Switcher, with the 9 square box icon at the top right hand side of the page next to Log Off.



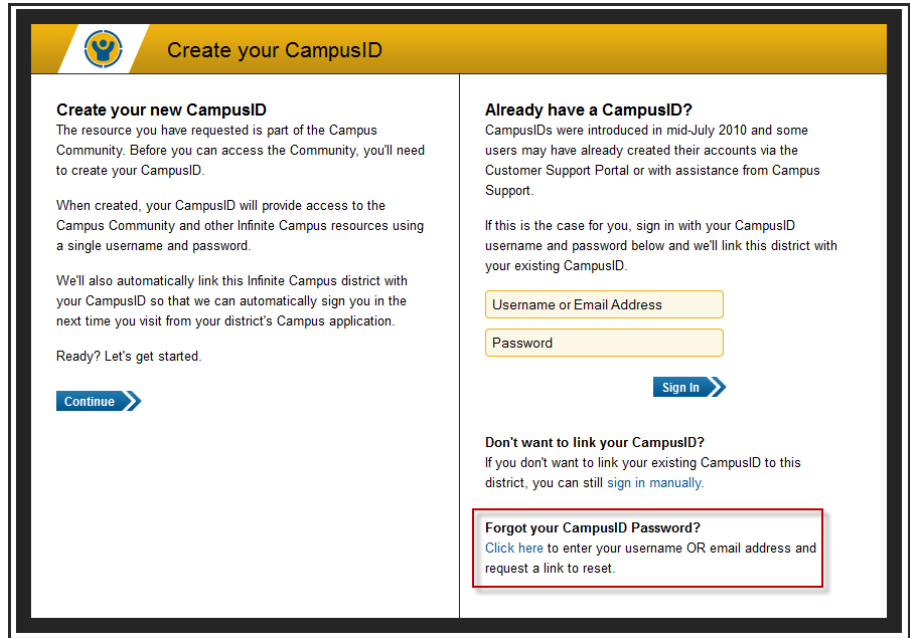
Then click the Campus Community link.



Creating a CampusID

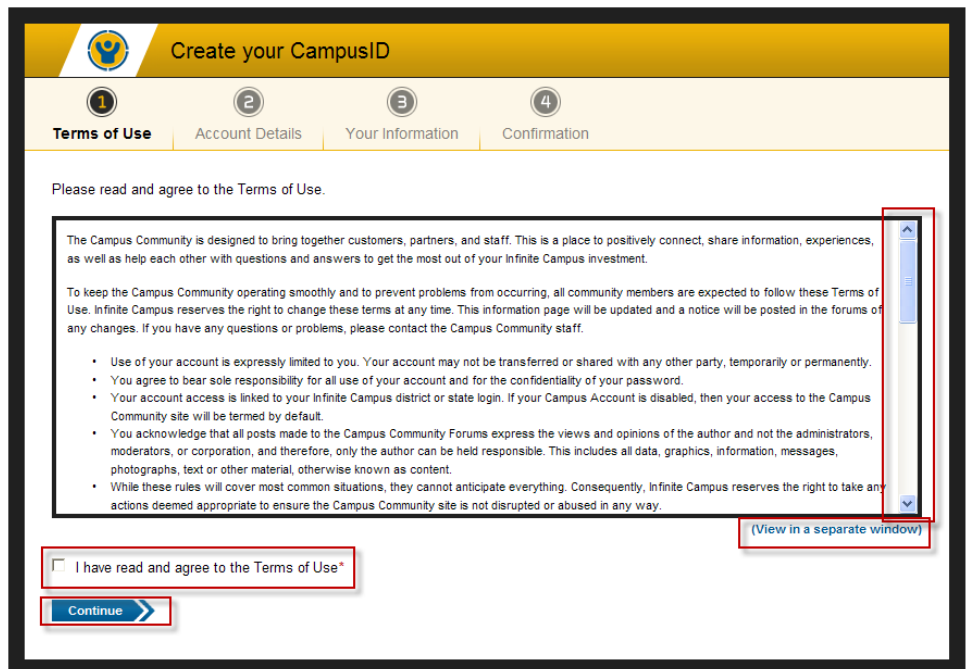
1. Click a **Campus Community** link to start creating your CampusID.

- The first time a Campus User clicks this link, it will begin the process of creating a CampusID. If a user has already created one during a training session, please use **Sign In** on the right to link up the Infinite Campus account with the previously created CampusID. In the future, the user will automatically sign in when clicking Community links in Infinite Campus. If a user has not created an account, then click **Continue** on the left side.



Terms of Use

- Read through the **Terms of Use** by using the scroll bar on the right or by clicking the blue link to view the Terms of Use in a separate window.
- Mark the **I have read and agree to the Terms of Use** checkbox to continue the process.
- Click the button to **Continue**.



Username/Password Entry

1. Create a **Username**. This will be visible to other users, primarily as you post on the forums. Usernames must be unique and cannot be changed once created.
2. Create a **Password**. Passwords must be at least 6 characters long and should include two or more of the following: upper case letters, lower case letters, numbers, symbols.
3. **Confirm Password** is correct.
4. Confirm your **Registration Information**. Please change anything that is not accurate.

The screenshot shows the 'Create your CampusID' registration process at step 2, 'Account Details'. The form is divided into two columns. The left column is titled 'Username and Password' and contains fields for 'Username*' (filled with 'testdemo'), 'Password*', and 'Confirm Password*'. A green checkmark is next to the username field, and a red warning triangle is next to the password field. The right column is titled 'Registration Information' and contains fields for 'First Name*' (filled with 'Community'), 'Last Name*' (filled with 'Demo'), and 'Email Address*' (filled with 'commdemo@infinitecampus.com'). A 'Continue' button is at the bottom right.

Profile Information

1. Enter your primary district **Role** or **Title**.
2. Select your School **District** or **Organization**. If there is more than one, select the one that most accurately meets your affiliation.
3. Select your **City** and **State**.
4. Select your **Time Zone**. This will impact the time stamps visible in the forums.

The screenshot shows the 'Create your CampusID' registration process at step 3, 'Your Information'. The form is divided into two columns. The left column is titled 'Profile Information' and contains fields for 'Role/Title' (filled with 'Principal') and 'District/Organization' (a dropdown menu filled with 'Support Certification Training Account, MN'). The right column is titled 'Location' and contains fields for 'City' (filled with 'Blaine'), 'State*' (a dropdown menu filled with 'Minnesota'), and 'Time Zone*' (a dropdown menu filled with '(UTC-06) Central Time (Default)'). A 'Finish' button is at the bottom right.

Ready, Set, Go

1. Click **Finish** when you are done.
2. Congratulations, you have completed setting up your account!

Now that a CampusID has been associated with your district login, users will be able to log in directly by going to <http://community.infinitecampus.com> or by clicking any of the Campus Community links in Infinite Campus. If the district is going through the implementation process, and has not yet reached Go-Live with the real production site, users must use the URL link. Demo, conversion and other non-production sites links are not linked to the Campus Community and cannot be used to create accounts.

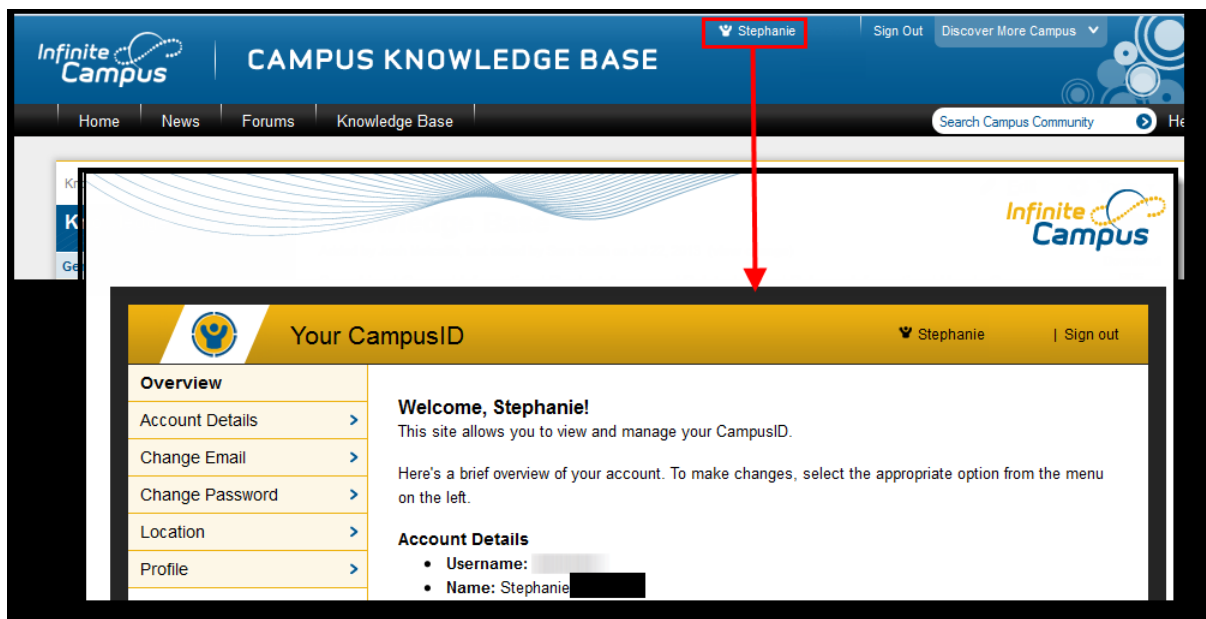
If you have the Community URL bookmarked, you may be periodically asked to re-verify your account by logging in through your district's or state's Infinite Campus application.

Modifying User Settings

While your account is linked to your district's site, CampusID data is managed outside of your district site so information like your password is not linked should you change your password for your Campus login. Once created, your CampusID username cannot be changed. To change other information, click your name at the top of the header bar.

Account Details

Account Details are used to identify you as the owner of your account.



The screenshot displays the Infinite Campus user interface. At the top, the header bar includes the Infinite Campus logo, the text "CAMPUS KNOWLEDGE BASE", and a user profile dropdown menu showing "Stephanie". A red box highlights the "Stephanie" dropdown, with a red arrow pointing down to the "Your CampusID" section below. The "Your CampusID" section features a yellow header with the Infinite Campus logo, the text "Your CampusID", and a "Sign out" link. Below the header is a navigation menu with options: Overview, Account Details, Change Email, Change Password, Location, and Profile. The main content area displays a welcome message for Stephanie, followed by account details: Username (redacted) and Name: Stephanie (redacted).

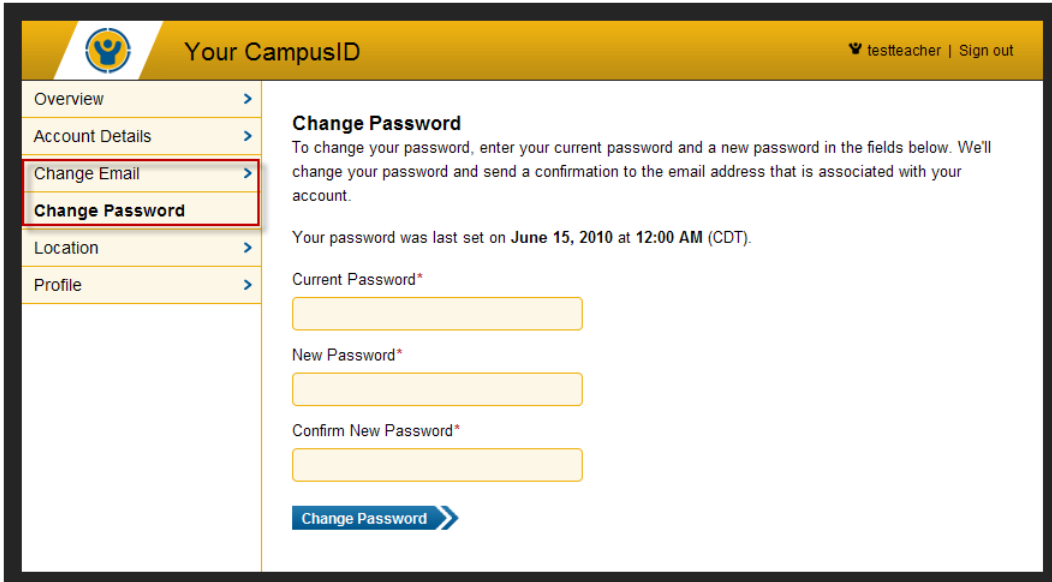
Changing your First or Last Name

1. Select **Account Details** from the left menu.
2. Type your **First Name**.
3. Type your **Last Name**.
4. Click **Update Details**.

Changing the CampusID Password

At any point within the Campus Community, you can access your CampusID account by clicking on your username in the upper right corner. A pop up window will appear displaying Your CampusID.

1. On the CampusID page, select **Change Password**.
2. Confirm your **Current Password** for security purposes.
3. Create a **New Password**.
4. Retype your password to **Confirm New Password**.
5. Click the blue **Change New Password** button at the bottom to save the change.

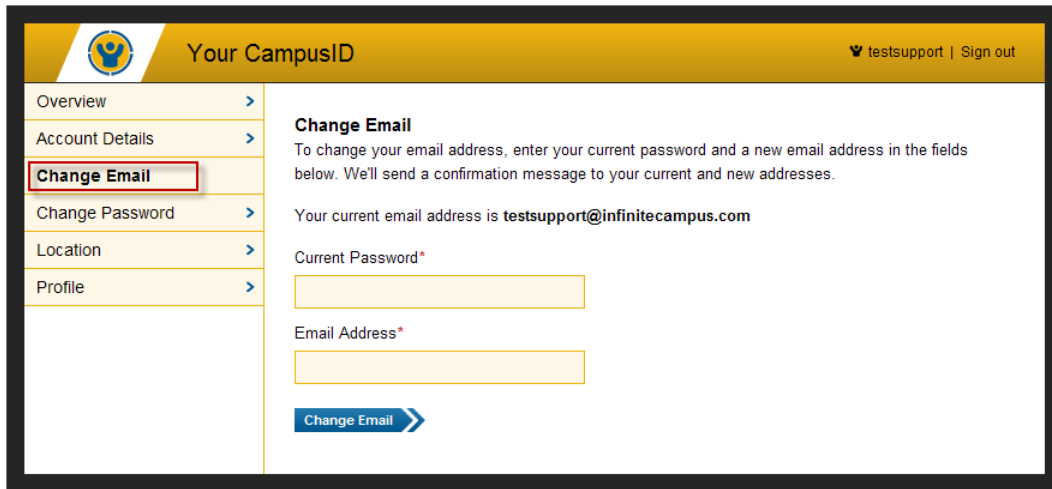


The screenshot shows the 'Your CampusID' account page. The top navigation bar is yellow with the CampusID logo on the left and the user's name 'testteacher' and 'Sign out' link on the right. A left-hand menu contains several options: 'Overview', 'Account Details', 'Change Email', 'Change Password', 'Location', and 'Profile'. The 'Change Password' option is highlighted with a red border. The main content area is titled 'Change Password' and includes instructions: 'To change your password, enter your current password and a new password in the fields below. We'll change your password and send a confirmation to the email address that is associated with your account.' Below this, it states 'Your password was last set on June 15, 2010 at 12:00 AM (CDT)'. There are three input fields labeled 'Current Password*', 'New Password*', and 'Confirm New Password*'. At the bottom of the form is a blue button labeled 'Change Password' with a right-pointing arrow.

Changing Your CampusID Email

Your CampusID email address is used to receive notifications on support cases for Support Contacts or to receive request emails from the Campus Forums.

1. Select **Change Email** on the menu.
2. Confirm your **Current Password** for security purposes.
3. Enter the new **Email Address**.
4. Click the blue **Change Email** button at the bottom of the page to submit this change.



The screenshot shows a user interface for 'Your CampusID'. The top navigation bar is yellow and contains a logo on the left, the text 'Your CampusID' in the center, and a user profile icon with the text 'testsupport | Sign out' on the right. A left-hand menu lists several options: 'Overview', 'Account Details', 'Change Email' (highlighted with a red box), 'Change Password', 'Location', and 'Profile'. The main content area is titled 'Change Email' and includes the following text: 'To change your email address, enter your current password and a new email address in the fields below. We'll send a confirmation message to your current and new addresses.' Below this, it states 'Your current email address is testsupport@infinitecampus.com'. There are two input fields: 'Current Password*' and 'Email Address*'. At the bottom of the form is a blue button labeled 'Change Email' with a right-pointing arrow.