Accessing the Portal

The Portal can be accessed by parents of enrolled students. Parents will see all children in their household, or students that are related through the Guardian checkbox of the Relationships tool. Students can also be given access to the Portal, but they will only be able to access their own information. The link to the Portal can be found on each school's website under the Quick Links and then Parent Portal. Here is a direct link to the Portal:
https://centbocesco.infinitecampus.org/campus/portal/clearcreek.jsp

Navigating the Campus Portal

Once logged in, an index of accessible information for the household as a whole is listed in the navigation pane located on the left hand side of the screen. **Sign Out** and **Home** buttons appear in the top right corner of the screen, with the **Name** of the individual logged into the Portal appearing next to these buttons. Clicking the **Home** button will take the user back to the homepage seen upon signing in. This page contains the **Family** and User Account sections of the navigation pane. When a user first logs in the Messages tab located in the Family section is selected.

Image 4: User Name and Home and Sign Out Buttons

Use the **Select Student** drop down in the top left of the screen to view all of the students a user has rights to view and select a student to view Portal information for that student only. Only students with an enrollment in the current year or an enrollment next year will display in the list.
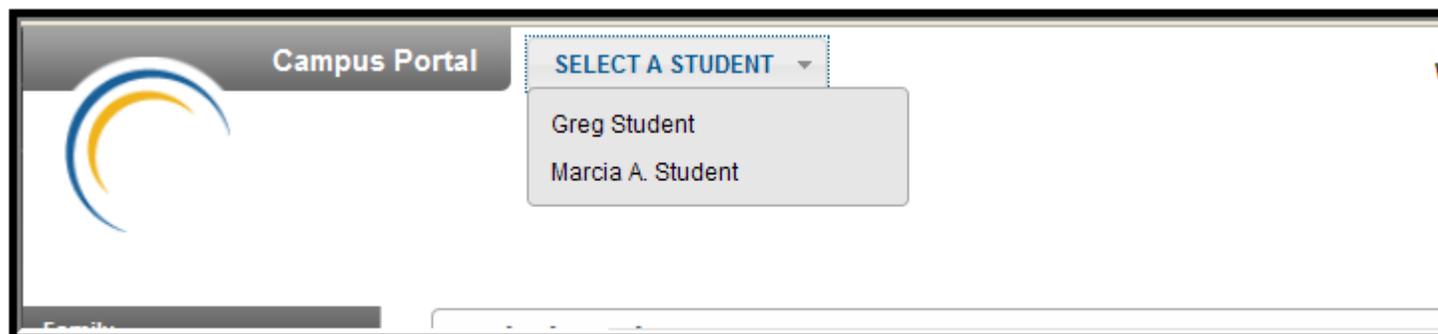

Image 5: Switch Student Option

Students can be enrolled in multiple calendars or schools. When this is the case, another dropdown menu will indicate which enrollment information is currently being viewed and will allow the user to view the information from other enrollments in the current year.
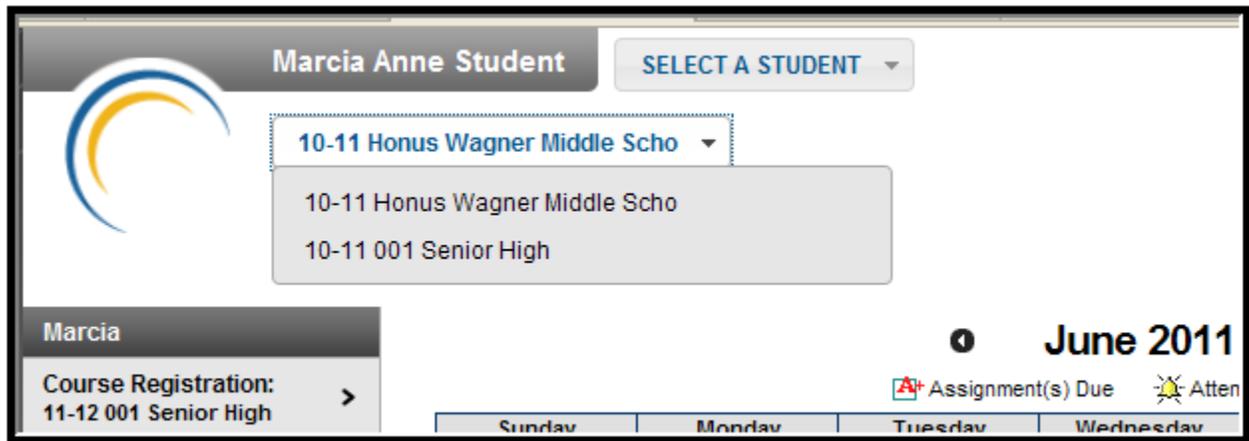
Image 6: Switch School Option

When signed in as a parent, the **Family** and **User Account** navigation panes appear on the left side of the screen. When a student is selected in the **Select Student** option, an information section specific to that student will appear above the Family section in the navigation pane. The tabs in the Family section apply to all students to which that user has rights. For example, when accessing the **Calendar** tab from the Family section, a calendar will display assignments, day events and attendance for all of the students, whereas when accessing the **Calendar** tab from the student section, only information specific to that student will appear on the calendar.

Updating Household Information

Depending on district settings, parents/guardians may have the opportunity to review and request changes to household information that includes requesting a change to the household address(es) and a change to the household phone number.
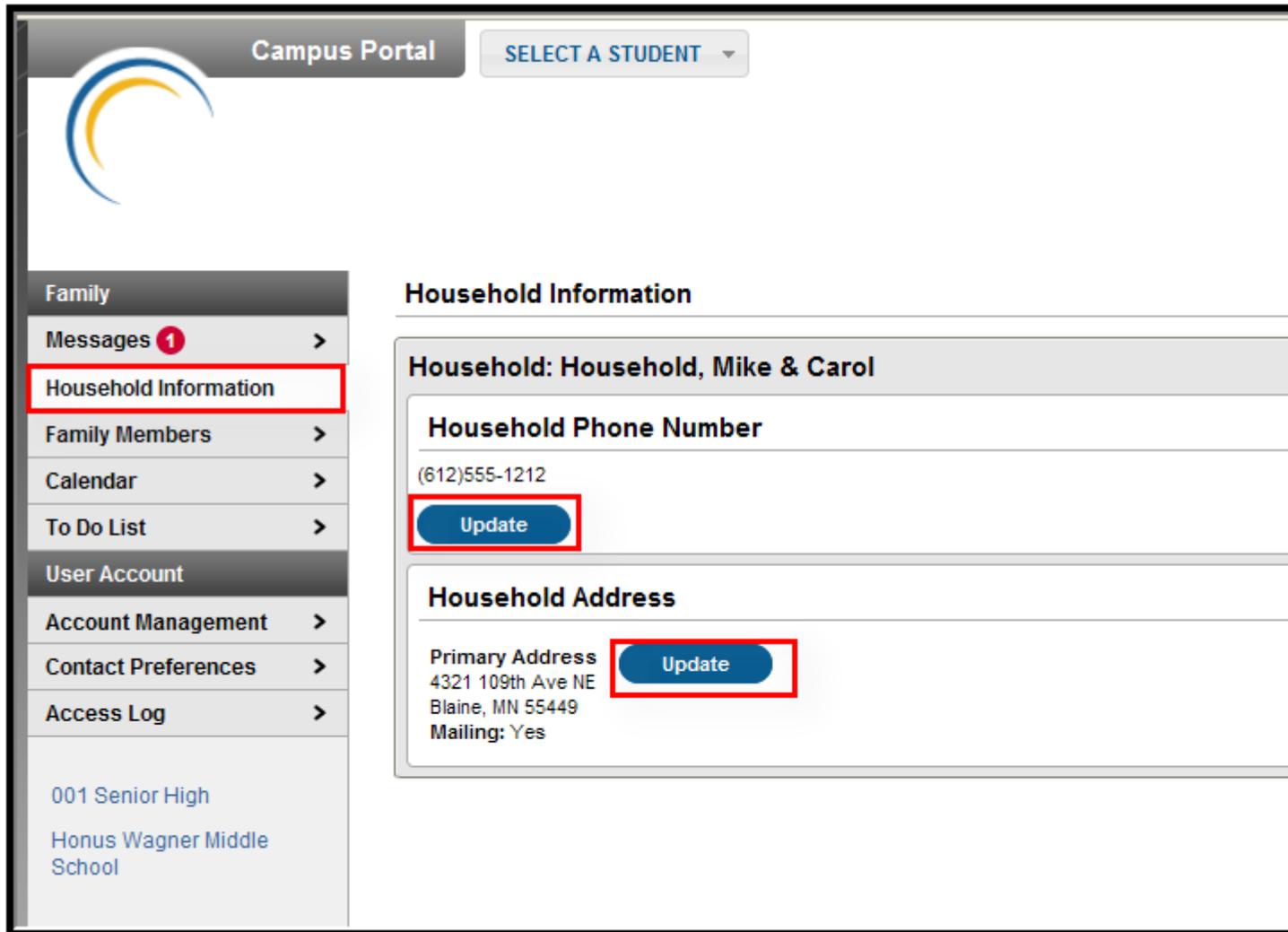
Image 2: Update Household Information Options

Requests to change census data will be reviewed by district personnel and approved accordingly. There may be a short lag time between the time the request for change was submitted and when changes are reflected.

Updating Household Phone Number

1. Click the **Update** button below the **Household Phone Number** field. A pop-up window will appear.
2. Enter the updated 10-digit household number (i.e., area code plus number).
3. Enter any **Comments** related to the modified information. These comments are seen by the staff person processing the request.
4. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
5. Click **OK** to return to the **Household Information** view.

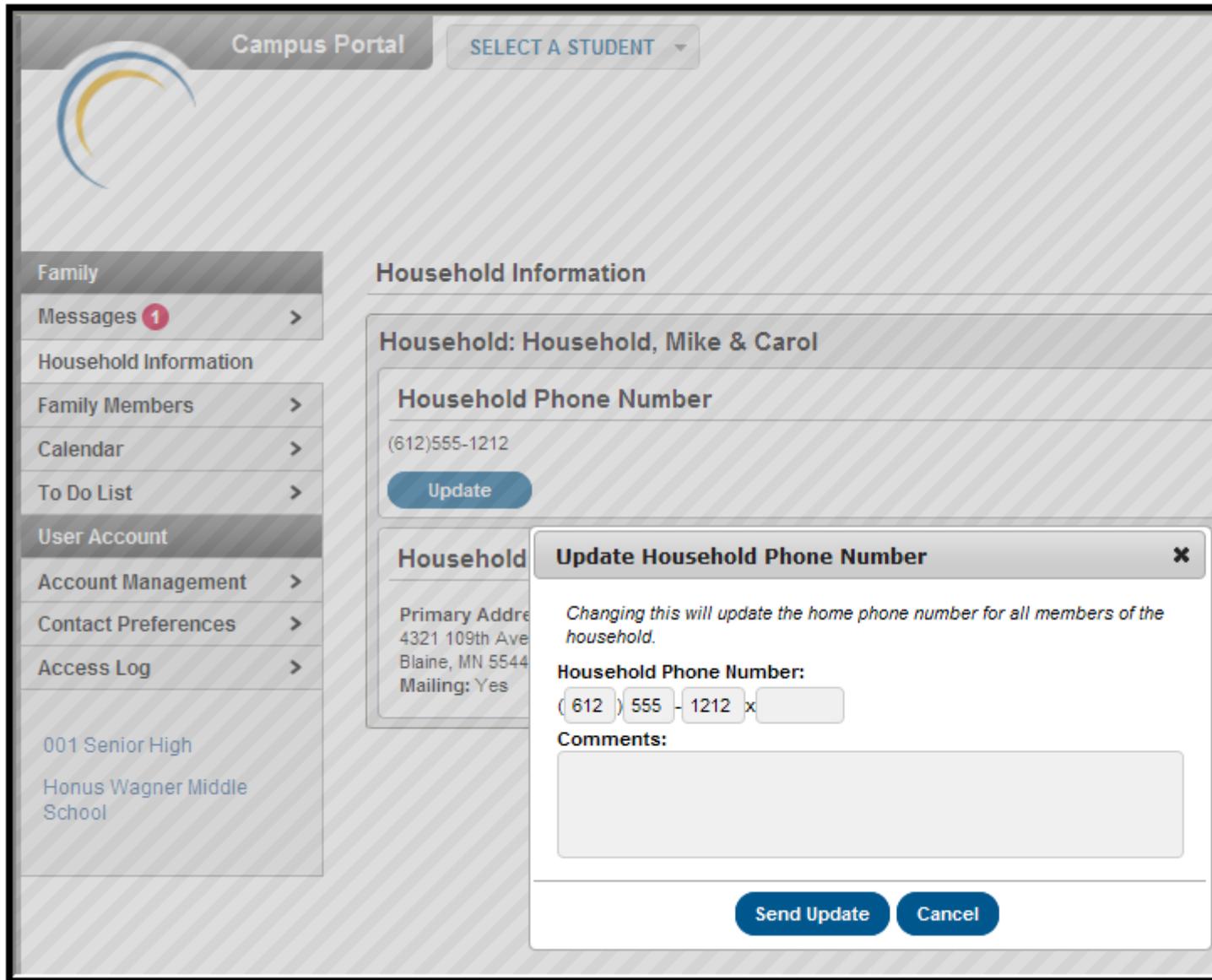Updating this phone number will update the home phone number for all members of the household.

Image 3: Update Household Phone Number

Updating Household Address

1. Click the **Update** button next to the Address that should be changed (a household may have more than one address). A pop-up window will appear.
2. Enter the correct address information in the appropriate fields. For definitions on these fields, see the #Address Fields table following these instructions.
3. If mail should be sent to this address, mark the **Send mail to this address** checkbox.
4. Determine the type of change for this address and select the correct radio button.
a. I am changing my address because I moved or will be moving. This selection requires the entry of an Address Effective Date, meaning the address change will not take effect until the date entered (all mail sent between now and the effective date will be sent to the existing address). A calendar pop-up will display to easily select the date the new address should take effect.

b. I am correcting my address information because it was incorrect.
5. Enter any **Comments** related to the modified information. These comments are seen by the staff person processing the request.
6. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
7. Click **OK** to return to the **Household Information** view.

Image 4: Update Household Address Request

To cancel these requests, click the **Cancel** button.

When the district approves or denies a request, a message will be visible on the Portal in the Inbox section indicating the request has been processed.
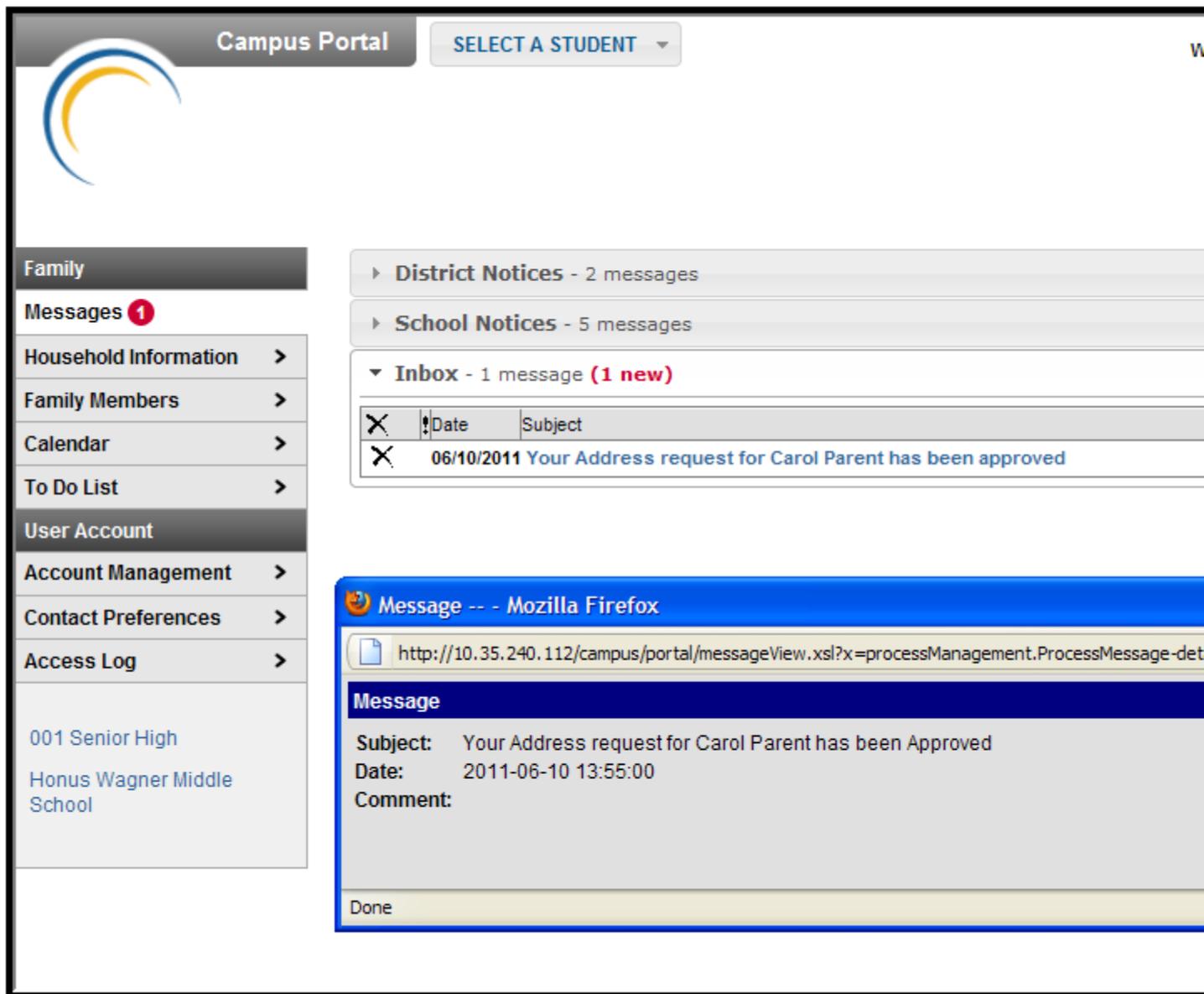
Image 5: Update Request - Process Message

Address Fields

Field	Definition
P.O. Box	Indicates the address is not a street address and mail is sent to the resident Post Office for collection. When a household has a P.O. box as the mailing address, a second address is often listed for transportation (bus) drop offs.
Number	House Number of the address, or Box number if the address is a P.O. Box address.

	In the address *7750 South Barstow Street NE, My Town MN 55555*, **7750** is the number. Only enter the number of the address.
Prefix	Direction of the street in the address. In the address *7750 South Barstow Street NE, MyTown MN 55555*, **South** is the prefix.
Street	Name of the street. In the address *7750 South Barstow Street NE, My Town MN 55555*, **Barstow** is the street name. Enter only the name of the street.
Tag	Label of the entered street - Avenue, Street, Blvd., etc. In the address *7750 South Barstow Street NE, My Town MN 55555*, **Street** is the tag. Enter only the tag in this field.
Direction	Direction indicating the placement of the street within the city limits. In the address *7750 South Barstow Street NE, MyTown MN 55555*, **NE** is the direction. Enter only the direction in this field.
Apt	Apartment number if this address is for an apartment building location. In the address *7750 South Barstow Street NE, Apt. 101 My Town MN 55555*, **101** is the Apartment number.
City	Postal city for the address.
State	Two-digit state code for the address.
Zip Code	Postal zip code (plus 4 if available).
County	County in which the address is located.