Infinite Campus Parent Portal

Help Desk – October 2016

KUSD's Infinite Campus Portal can be accessed by parents and guardians of enrolled students, as well as current students. Parents and students can access the Portal on a computer or on a mobile device.

Accessing the Campus Portal on a computer

Go to www.kusd.edu/portal.

Please disable the pop-up blocker.

Enter your username and password. If you have any questions or problems logging in to the Portal, please contact helpdesk@kusd.edu or call (262) 359-7700.

When you log in, you will be taken to the Home page where you will find **Messages** from the District, a School, or a Teacher. When registration is open for students, a link to **Online Registration** will also be found on the home page.
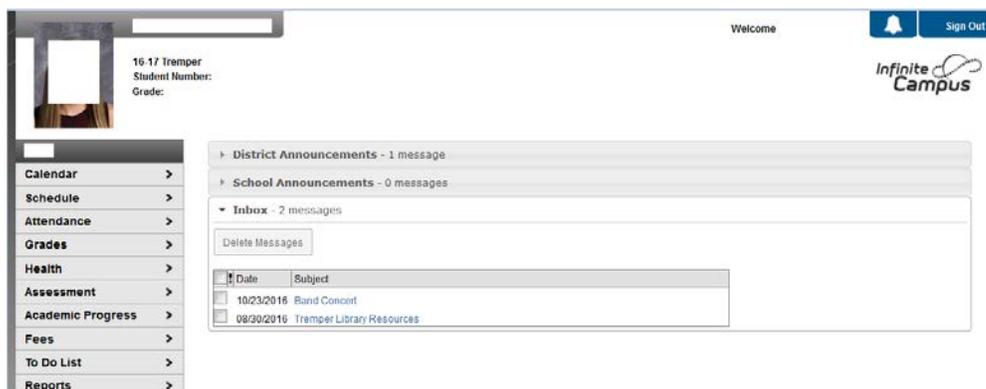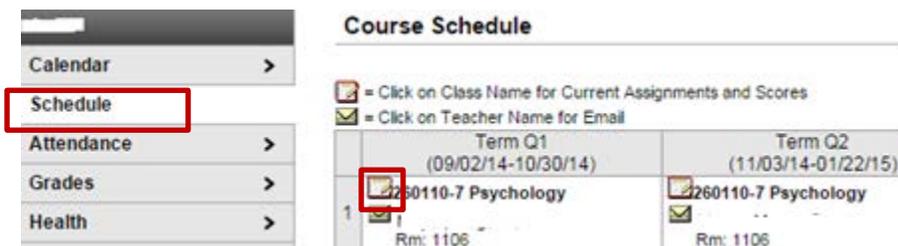

If you have more than one student, select a student from the drop-down list on the top-left of the screen.
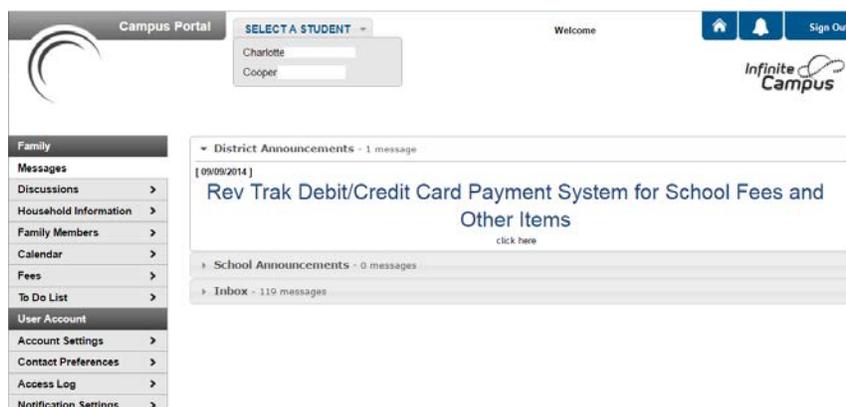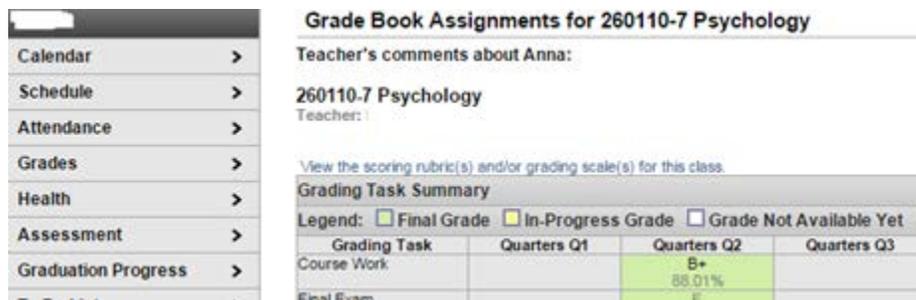
If your student attends more than one school, click on the student name and select a school from the drop-down menu.
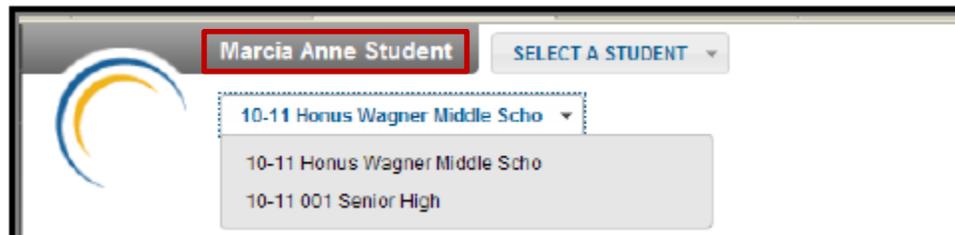
The **Schedule** tab will give you the student's **Course Schedule**.

If you click on the piece of paper and pencil icon or the course name, it will take you to the **Gradebook** for that class.

To view missing assignments, click on *To Do List*.

To view the emergency contacts for your student, click *Demographics*.

Printing from Parent Portal. Unfortunately, there is no easy way to print information from the Parent Portal. There is no print button to select and if you choose *Print* from the browser menu, it will only print a blank sheet. In order to "capture" the information on the screen, you will need to take a screenshot.

If you are using a *Windows* computer, use one of the following methods:

Method 1: Press **Alt + Print Screen** keys together. The screenshot is saved in the memory. You will need to open WordPad or Word and press Ctrl + V to paste it.

Method 2: Use **Snipping tool** which is available in Windows 7 and above. If you can't find it, press the Windows key on the keyboard to open the Search box. Type the word "snip". You can also find Snipping Tools inside All Programs > Accessories folder. Once you find it, use it to "snip" or cut the picture (=screenshot) the way you want to. After that you need to paste the screenshot picture to WordPad or Word and print it.

If you are using a *Macintosh* computer, press **Command + Shift + 4** to capture the screen.

Accessing the Campus Portal on a mobile device

Parents and students can access their Campus Portal information on Android and iOS mobile devices using the Campus Mobile Portal App. Below are the steps to install the app on a mobile device.

The Kenosha Unified District ID# for the Parent Portal is DYHLCH.

The icon of each category differs depending on what type of mobile device you are using.

Food Service is not available for KUSD.

Please be aware that we may temporarily turn off menu items such as grades or schedules during the summer or at the end of a grading period. If you have issues or concerns with the information in these areas, please contact your school.

Multiple Children

If you have more than one student, select the name of the student currently displayed and a list of other possible students display. Select the desired student from that list.

Only one account can be logged into the mobile portal at a time. If you have more than one Campus portal account to view student information, please contact the school to combine the accounts into one. However, if the students are in different districts, portal accounts cannot be combined.

Notifications

If you turn the notifications on your mobile device on, portal will alert you of any changes in your student's data such as attendance changes, grade postings, and assignment scores.

Image 7: iOS Notification - Locked Screen
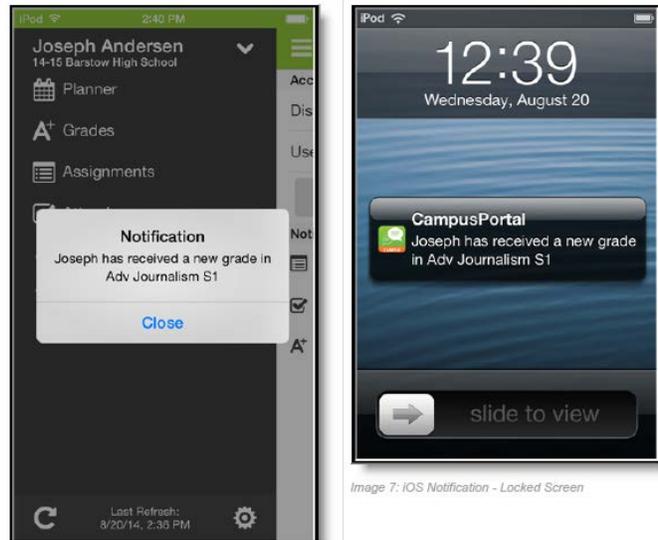
Refreshing data

To obtain up-to-date information, you may have to manually refresh the data. On an iOS device, select the refresh button in the bottom left corner. On an Android, select the refresh button on the upper left corner of the screen. The device has to have Internet access to refresh the data.

For iOS users, updates occur automatically every 15 minutes when you are logged into the app. If you close the app or you are not logged into the app, there is no refresh that occurs and notifications are not sent.

For Android users, a manual refresh is required, or log out of the app and log back in again.

Image 8: Refreshing Data in Android