

Welcome to Infinite Campus

The Webster City Community School District uses a student information system called Infinite Campus. Infinite Campus is a web based program that allows teachers and school staff to have real time access to school and student information. Infinite Campus provides teachers and school staff with the comprehensive set of tools needed to manage today's 21st century students and schools.

Infinite Campus also provides a web based portal for both parents/guardians and students. The Campus Portal provides a central website that allows parent/guardians and students to see family information, food accounts, student schedules, grades, attendance, and school messages. While the Campus Portal provides much of the same information to both parents/guardians and students, the portal accounts are slightly different. Parent /guardian portal accounts allow the parent/guardian to access information on all the students in their household. Student portal accounts only allow the student to see their individual information.

Campus Portal accounts are available to all biological parents or legal guardians of students enrolled in the Webster City Community School District. There is a simple procedure for requesting and activating a parent/guardian portal account. Enrolled students in grades 5-12 will be given their portal account information at the beginning of the school year.

Requesting a Campus Portal Parent/Guardian Account

The first step in requesting a Campus Portal account is to visit the Campus Portal webpage. The webpage address is: <https://campus.webster-city.k12.ia.us/campus/portal/webster.jsp> Links to the Campus Portal webpage can also be found on the district website, <http://www.webster-city.k12.ia.us> . Select the drop down menu from any of the buildings menu at the top of the webpage. Under the Infinite Campus section click on the Infinite Campus Portal link.

At the Campus Portal webpage you will see three blue section bars. You are looking for the third section called District Notices. Under the blue section bar you will see a message that reads *The Webster City Schools Infinite Campus Portal site requires either a parent or student account for access. To request a parent account, click here.* Click on the "click here" link. A new webpage will open. Fill out the form as completely and correctly as you can. Please double check that your email address is current and correct. When you have completed filling out the form click the submit button at the bottom of the webpage.

Your request for a Campus Portal parent account has now been sent to the district administration office. Please allow sometime for your request to be processed. Portal account requests are generally processed the same business day. Requests submitted during the summer registration period or close to the first grade update may take longer to process. Requests submitted after business hours will be processed starting the next business day.

After your request for a Campus Portal parent account has been completed you will receive a confirmation email. This confirmation email will be sent to the email address you supplied on the portal account request form. The confirmation email will contain your Campus Portal Activation Key. This key is required to complete the activation process.

Activating a Campus Portal Parent Account

To activate your Campus Portal parent account again visit the Campus Portal webpage. To activate your account look for the first blue section bar called "First time using Campus Portal?". Under the blue section bar you will see a message that reads *If you have been assigned a Campus Portal Activation Key, click here.* Click on the click here link. A new webpage will open. Enter your Campus Portal Activation Key in the blanks. A new screen will appear. Please enter a username and password that you will use to access the Campus Portal. After entering a username and password click on the Create Account button at the bottom of the screen.

Congratulations! You have created and activated your Campus Portal parent account. To log into the Campus Portal again visit the Campus Portal webpage. Under the second blue section bar called "Already have a Campus Portal account?". Enter your parent account username and password and click Log In.

Need Help Requesting or Activating Your Account?

If you have any difficulty requesting or activating a Campus Portal parent account please contact the Administration Building during normal business hours. The Administration Building phone number is 515.832.9220.