

Infinite Campus Portal - Getting Started Guide

Infinite Campus Portal is a tool for parents and students to access instant, online, timely and secure student information, such as class schedule, assignments, attendance, course grades and in the future, course registration, report cards and transcripts. The Portal is a means of communication with parents and students.

Activating Your Account

To activate your portal and create a user name and password you must:

1. Access the Infinite Campus Portal –<http://www.jscsd.org/jshs> or [/jsms](http://www.jscsd.org/jsms). Click on Infinite Campus on the left side of the web page.

Infinite Campus

Welcome to the West Des Moines Community Schools Campus Portal! Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!

Tell me more!

[en In English](#)
[es En Español](#)

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?](#)

2. Since you have been assigned a Campus Portal Activation Key, click here the first time you visit the portal.
3. Enter the Activation Key you received from your school in the next window and click on the **submit** button. Do not add spaces or dashes.

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 _____

Campus Portal account creation successful!

Welcome **Anthony Abad**, 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 _____
Password _____
Verify Password _____

4. You will need to create your own **User Name** and **Password**. Passwords must be 8 characters and include letters and numbers. If the User Name already exists, select another User Name and try again. There cannot be two users with the same User Name in the system. User Names and Passwords are case sensitive. Once created, return to the Campus Portal log in screen and enter your new **User Name** and **Password**.

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For your personal use:

RECORD and SAVE your information below:

User Name: _____

Password: _____

*****IMPORTANT STEP*****

Please complete this section called “Change Contact Information” immediately after creating your portal account and logging in.

1. Enter your e-mail address. (Please keep this e-mail address up-to-date so the school can contact you electronically.)

Email Address:

Instructions:

For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message.

	High Priority	Attendance	Behavior	General	Teacher
Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language

2. Infinite Campus can e-mail you when certain events are entered by school staff into the system. We recommend that you select all checkboxes to start with. You can always adjust these notifications items at a later date.

3. Click Save when done.

Please read the “Campus Portal: Basic Navigation” guide for guidance on the features that are available to you in the portal.

Thank you for signing-up for the portal and being involved in your child’s/children’s education!