

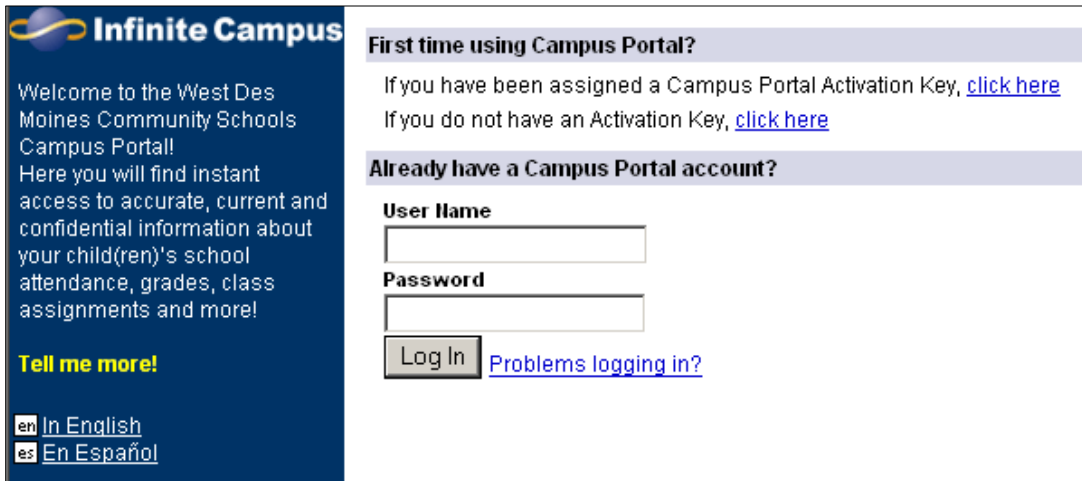
Infinite Campus Portal

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 registrations for next year, report cards and transcripts. The Portal is a means to further promote educational excellence by enhancing our program of communication with parents and students.

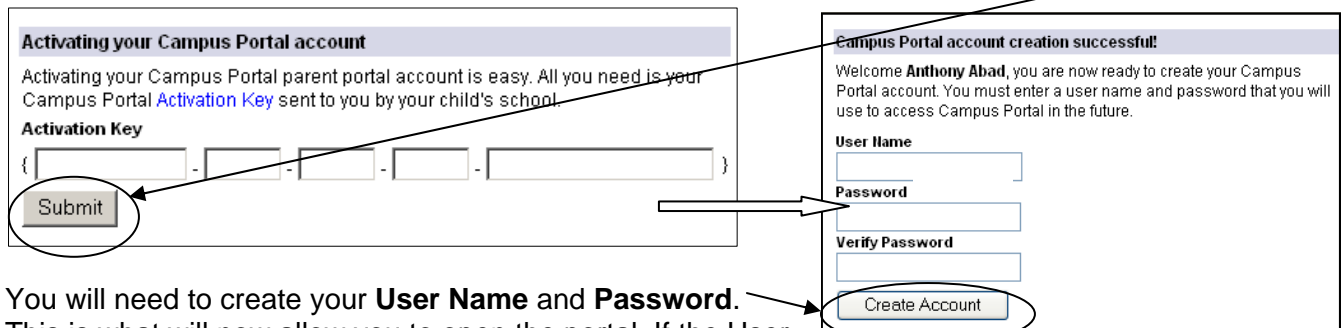
Activating Your Account

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

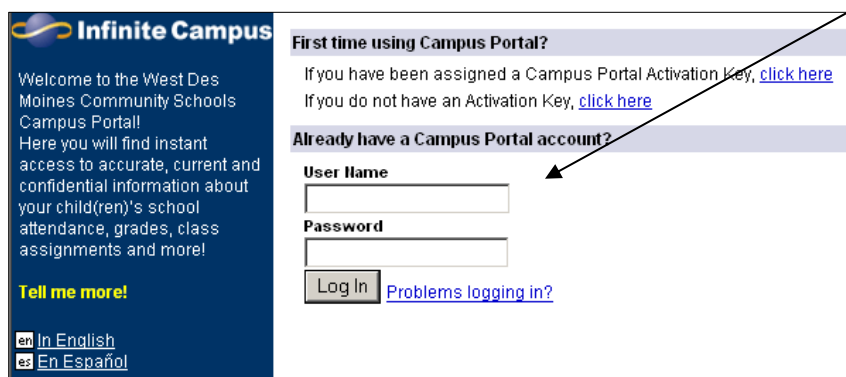
1. Access the Infinite Campus Portal –<https://icampus.lths.org/campus/portal/lockport.jsp> Since you have been assigned a Campus Portal Activation Key, click here the first time you visit the portal.



2. 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.



3. You will need to create your **User Name** and **Password**. This is what will now allow you to open the portal. 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. Remember 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**.



For your personal use:

<https://icampus.lths.org/campus/portal/lockport.jsp>

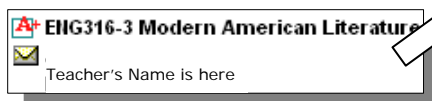
User Name:

Password:

4. All of a family's children presently enrolled in the school district will appear in the left menu. The **calendar** link displays assignments and activities by child and the **attendance** link displays an overview for the year. **Reports** are PDF documents that include student schedule, report cards and unofficial transcripts. Use the **schedule** link to view a student's current grades for a class.

To View Details about a Particular Class

1. To view details about a particular class, the student or parent will click on the *name of a course* on the schedule, such as ENG316-3 Modern American Literature.



2. This will open up the **Gradebook** for that class. The student or parent will see basic details about assignments.
3. Assignments are listed as links – by clicking on any of them, a student or parent will be able to see additional details about the assignment. Additional details are **Assigned Date**, **Description**, **Objectives** and **References** and are not required in order to post an assignment.

Logging Out

When you are finished with your session, click on the **Log Off** link in the left-hand column to log out of Infinite Campus.

System Requirements

Computer: Windows-based computer **Model:** Pentium III or higher
Operating System: Windows 2000 minimum
RAM: 256MB (*Computers with 128MB of RAM will likely be slow*)
Browser: Internet Explorer, IE v. 6.0 minimum
Java: V. 1.5.0_04. Download can be found at www.java.com
Adobe Acrobat: Version 8 download at www.adobe.com

Computer: Apple Macintosh **Model:** G3 or newer
Operating System: 9.2 minimum (*Infinite Campus will not function properly on a Mac running 8.6*)
RAM: 256MB (*Computers with 128MB of RAM will likely be slow*)
Browser: For OS 10.2.x and later, recommend FireFox, v. 1.0.6 (download can be found at <http://www.mozilla.org/products/firefox/>)
For OS 9.2.2, recommend Internet Explorer v. 5.1.7
Java: For OS 10.2.x and later, use Software Update in the Apple menu to obtain the latest Java version. For OS 9.2.2., it is recommended to have Java v. 2.2.2