

# Infinite Campus --- Parent Portal Information

## \*\*All Parents: Pre-K thru 5th Grade\*\*

Infinite Campus is the student information system for Edmond Public Schools. Parents will be able to use the Parent Portal of Infinite Campus to do the following:

- ❖ Change home phone number.
- ❖ Add/Edit/Delete any non-household contacts.
  - *By adding a non-household contact, you are giving permission for that person to pick up your student or be contacted if you are not available. Do NOT enter email address for non-household contacts; only phone numbers are needed.*
- ❖ View/Print your student's report card.
  - Elementary student report cards will no longer be printed and sent home.
- ❖ View student's grades.
  - Pre-K does not receive a grade the first nine weeks.
  - Grades for K-2nd will be posted at the end of the nine weeks. Grades for 3rd-5th will be available during the nine weeks.

**You will only need to create one login for all your students in Edmond Public Schools.**

However, if you have multiple students in EPS, you will need to verify your identity and email address at each school. This only needs to be done once for the initial setup of the Parent Portal account.

### ★ How to set up a Parent Portal account:

1. The legal parent or guardian must be in person at the school site and show a photo-ID to verify identity. This only needs to be done once for the initial setup of the Parent Portal account.
2. The legal parent or guardian must provide an email address, if not already on record.
3. Step-parents are not allowed portal access UNLESS they are court guardians with documentation on file at the school site.
4. An email from '[donotreplycampus@edmondschools.net](mailto:donotreplycampus@edmondschools.net)' will be sent on Mondays to the email address provided. Click on the link in this email to create an Infinite Campus account. This 'set up an account' email will be sent every Monday until the account is created. However, each link is a one-time use. You must complete the process in full to create the account; otherwise, you will have to wait until the next link is emailed on the following Monday.

### ★ How to print in Parent Portal:

1. Login to Parent Portal
2. Select student
3. Select "reports"
4. Select the link for the student's grade level report card
5. View or print the desired report