### Login to Parent Portal

<table>
<thead>
<tr>
<th>Window</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="https://campus.dpsk12.org/campus/portal/icprod.jsp" alt="Login to Parent Portal" /></td>
<td>To access the Parent Portal log-in screen click on the Parent/Student Portal link from the school’s website or use this web address.</td>
</tr>
</tbody>
</table>

**First time using Campus Portal?**

1. If you have been assigned a Campus Portal Activation Key, [click here](https://campus.dpsk12.org/campus/portal/icprod.jsp).

2. Enter your Activation Key (GUID) at the top of this page and click **Submit**.

   (Obtain your GUID from the Parent Portal support person at your school.)

3. Create a User Name (school number, first initial of first name, first 6 characters of last name or full last name if not 6 characters long)

   - School#: 408
   - First name: Margaret
   - Last Name: Springer

   example: 408mspring

4. Enter Password for your account

5. Verify the Password

6. Click **Create Account**
7. When the log-in screen reappears, log-in using the newly created User Name and Password

8. Click Log In

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: ____________________________
Log in: ____________________________
Problems logging in? ____________________________

Family Window will Display for User

New Look and Feel

Messages

1. View Messages

➢ District, School Notices and Inbox will automatically display when logging into Parent Portal

➢ Click the right arrow , to the left of each title to view important information

District Notices
Will display information that the District would like parents/guardians to be aware of and links to locations the District deems important and allows for easy access
When the School Notices is selected both the District Notices and Inboxes close.

**School Notices**
Will display information the school deems important for parents/guardians

When the Inbox is selected both the District Notices and the School Notices close.

**Inbox**
Will display all notifications to the parent/guardian regarding attendance and other messages sent by the school via the automated dialer as a voice message or email

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### Family Members

2. **View Family Members**

   a) Click Family Members

   b) Family Demographic Information window will open, giving name, relationship, enrollment, address and phone number information for family members
3. View Calendar
   a) Click Calendar
   b) A monthly calendar will open displaying Assignment(s) Due and Attendance Event(s) for all students (children for whom the person is a parent/guardian).

   Use the back or forward button to move between months.

4. View To Do List
   - The Household To Do List will open displaying student information for course, assignment, assignment date, due date, days remaining/overdue, for all students in Household.

5. To Change Password
   a) Click Change Password
   b) Enter Old Password
   c) Enter New Password
   d) Verify New Password
   e) Click Change Password
6. To modify Contact Preferences
   a) Click Contact Preferences
   b) Enter or change an Email Address
   c) Identify which phone number should be receiving which of the following message types:
      i. High Priority
      ii. Attendance
      iii. Behavior
      iv. General
      v. Teacher
      vi. Text(SMS)
   d) Select a Preferred Language
   e) Save

7. View Access Log
   a) This screen displays the date, time, success, computer IP address, etc, to allow the user to view when the account has been accessed

1. Parent(s)/Guardian(s) have the ability to filter information by student
   a) Click Switch Student
   b) Select the desired student from the drop-down of list of students for which the user is a Parent or Guardian
## Single Student

- The selected student’s information will display
- All information for a single student will be displayed at one time

## Calendar

2. **Calendar View**

   - Click Calendar
   - A monthly calendar will open displaying Assignment(s) Due and Attendance Event(s) for all students (children for which the person is a parent/guardian)

## Schedule

3. **Schedule View**

   - Click Schedule
   - The current year schedule will display

### 3a. Gradebook Icon

   - Click the Gradebook Icon
   - The Gradebook for that class will open for the current student, displaying all grades and scores

### 3b. Email Icon

   - Click the Email Icon
   - Outlook will open with the teacher’s email automatically populated for communication with the teacher
## Parent Portal (New Look and Feel)

### Attendance

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Attendance Summary by Course</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Attendance Calendar" /></td>
<td><img src="image2.png" alt="Attendance Summary" /></td>
</tr>
</tbody>
</table>

4. **Attendance View**
   
   a) Click Attendance
   
   b) A three month attendance calendar will display
   
   c) Select any day on the calendar and the daily attendance window will open
   
   d) Select any one of the following tabs to view attendance by:
      - Course
      - Period
      - Day
      - Term

### Health

5. **Health View**
   
   a) Click Health
   
   b) All student’s Health Immunization information will be displayed

### Assessment

6. **Assessment View**
   
   a) Click Assessment
   
   b) All student’s Assessment information will display:
   
   c) National Tests
      - ACT
      - SAT
   
   d) District Test
      - CSAP
      - CELA
      - Benchmark Test
7. Fees View
   a) Click Fees
   b) All student Fees will display

8. To Do List View
   a) Click To Do List
   b) A list of course assignments with dates assigned and dates due will display for all course the student is taking

9. Reports View
   a) Click Reports
   b) A variety of reports will be available to view and print, these will be school specific, they should include:
      i. Student Schedule
      ii. Report Card
      iii. Transcript

1. Moving between students
   a) Parent(s)/Guardian(s) can move between students by using the Switch Student drop-down list
      i. Click Switch Student
      ii. Select the desired student from the drop-down of list of students for which the user is a Parent or Guardian
**Error when selecting a student**

If you select a student from the drop-down and get an error similar to this:

```
Campus Portal
Security: Access Blocked!
You do not have rights to view data from this person. If you are receiving this message in error, you should contact a system administrator and describe how to re-produce this error.
```

This student’s school may not be set up for Parent Portal or experiencing Parent Portal difficulties, please contact the student’s school to notify them that there is an issue.

**Return to Family Window**

Select the Home Icon 🏡 to return to display the Family Window

**Sign Out**

To Sign Out

1. Go to the upper-right-hand corner of the computer screen
2. Click Sign Out