

## Step-by-Step Directions for Online Registration

\*There is a 'Parent Letter' that will be provided to families that has important information they will need to complete online registration for their student(s). A copy of the letter will be sent to each family to the address on file and a full set of letters will be sent to each school as a back-up to send home to their families who may not have their most recent address on file.

\*Parent letters will provide a link to the portal (<https://ic.kckps.org/campus/portal/kansascity.jsp>) and tell them to look for where it says "If you have been assigned a Campus Portal Activation Key, [click here](#)" and to click where it says '[click here](#)' (see image below).

Infinite Campus Transforming K12 Education®

Campus Portal Kansas City

Username

Password

Sign In >>

Problems logging in?

If you have been assigned a Campus Portal Activation Key, [click here](#)  
If you do not have an Activation Key, [click here](#)

Tell me more!

\*Parents will enter the Activation Key **EXACTLY** as it is listed on the letter (upper and lower case letters must be entered exactly how they are listed) and click 'Submit'. Please note that the Activation Key is a lengthy combination of letters and numbers and may be a challenge to enter correctly the first time. A common error reported by parents will likely be in this step.

Infinite Campus Transforming K12 Education®

Campus Portal Kansas City

**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  
{  -  -  -  -  }

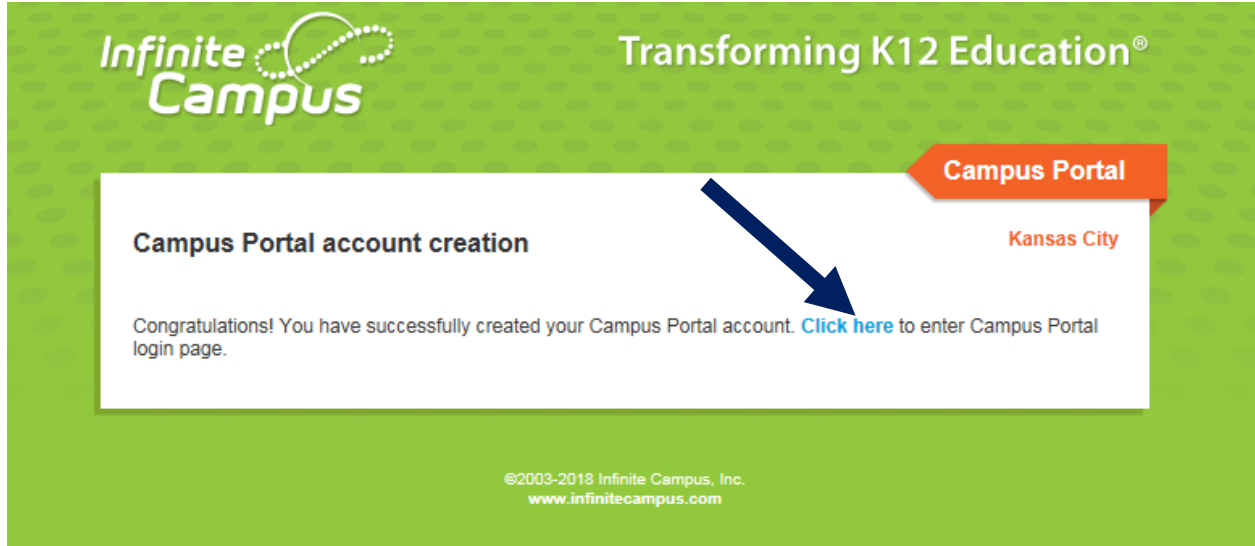
Submit

English

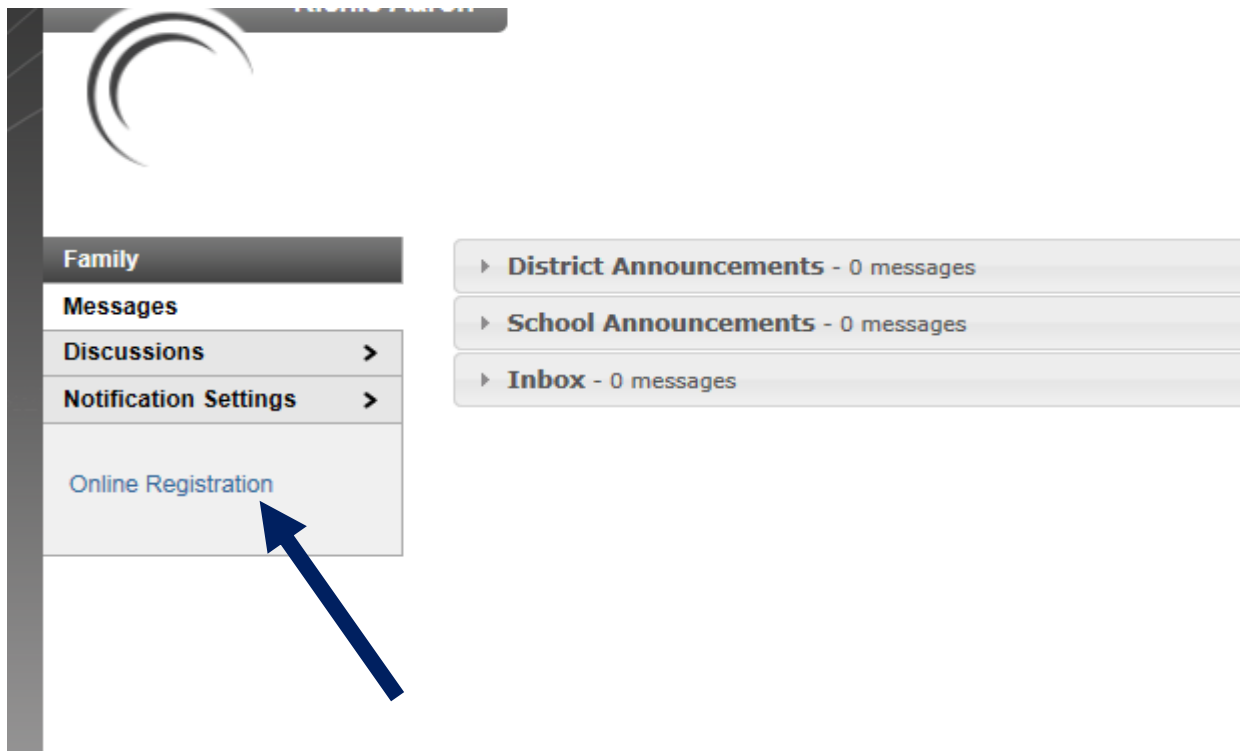
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\*The family will then be prompted to enter a username and password (they will enter their password twice to verify) and they will click Create Account.

\*The next step is to click on the link that says Click Here to enter the portal log-in page. Then they will log in with their username and password:



\*Once logged in, the next step is to click the Online Registration link.



\*Then click "Begin Registration"

### Online Registration

Welcome to Online Registration. You will see the household, parent/guardian and emergency contact information and will be able to change it if needed. Press the Begin Registration to continue.

#### New Student Registration

This editor is to update data for students that have never been enrolled in the District.

Registration Year \*

\*Select the language

**Infinite Campus** Online Registration

[English](#) | [Español](#)

Please pick your preferred language.

Por favor seleccione el idioma que prefiera.

\*There will be a prompt to type their name and click Submit (this verifies the parent is who they say they are and all information entered is correct).

**Infinite Campus** Online Registration

[English](#) | [Español](#)

Welcome PENNY ATCHLEY! Please type in your first and last name in the box below.

By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

\*This screen tells the parents all the information they will need. Click begin.



Application

English | Espanol



Welcome to the Infinite Campus Online Registration. Before you begin, please gather the following:

- Household information -- address and phone numbers
- Parent information -- work and cell phone numbers, email addresses
- Student information -- demographic and health/medication information
- Emergency Contact - addresses and phone numbers.

Note: Required fields are marked with a red asterisk, and the district will receive the data exactly as it is entered. Please be careful of spelling be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

If you need assistance, please call (913) 279-2248 during business hours or leave a message and a representative will be back in touch with

Begin

\*The information that is currently in Infinite Campus will already be entered. **The parents will click Next (NOT SAVE/CONTINUE)** through each section.

\* Indicates a required field

▼ Student(s) Primary Household    Parent/Guardian    Emergency Contacts    Others in Household    Student    Completed

▼ Home phone

Home Phone  
(913 )954 -0318 \*

Next ▶

▶ Home Address

▶ Mailing Address

Save/Continue

\*After completing all primary household information in this section click SAVE/Continue.

The screenshot shows a navigation bar with five steps: 'Student(s) Primary Household' (active), 'Parent/Guardian', 'Emergency Contacts', 'Others in Household', and 'Student'. Below the navigation bar are sections for 'Home phone', 'Home Address', and 'Mailing Address'. The 'Mailing Address' section contains a text area with instructions, a checkbox for 'The household has no separate Mailing Address' (checked), and a 'Previous' button. At the bottom of the form is a 'Save/Continue' button, which is highlighted by a blue arrow pointing to it from the right.

\*Continue through each section – Parent/Guardian click next through each section. Then at the end of each section click Save/Continue. Then continue through Emergency Contacts – Others in Household – Student

▼ **Release Agreements**

**Technology**

\* I agree to the Technology acceptable use policy.

**Authorized Student Data Disclosures:** I have read the notice regarding Authorized Student Data Disclosures – Unless an adult consent to disclose personally identifiable student data maintained in a statewide longitudinal data system, such student data may be used for any public or private audit and evaluation or research organization if the data is aggregate data. "Aggregate Data" means data collection that contains no personally identifiable student data. As the parent or legal guardian I acknowledge that I have been provided with notice of the Act, which is described in the link below.

[Click to view the Authorized Student Data Disclosure Notice](#)

\* **As the parent or legal guardian I acknowledge that I have been provided with notice of authorized student data**

**Waiver of Liability:** Current and up-to-date records (transcripts and/or grade reports) are necessary documents during the enrollment process to ensure your son/daughter is enrolled in the appropriate classes. Your son/daughter will be enrolled, but without official records, the school will enroll your son/daughter into the appropriate classes based on limited information. Please be aware that it is your responsibility as a parent/guardian to ensure that your son/daughter is enrolled in the appropriate classes. Administrators, counselors, and/or staff will not be held responsible if your student is placed into a class which does not match their records.

\* **As the parent or legal guardian I acknowledge that I have been provided with the Kansas City Kansas Public Schools Waiver of Liability**

Please sign on the line below

\*The parent will sign and click Save/Continue

\*They can add more students or click Save/Continue

\*Then click Submit and the parent is done.

Indicates a required field



You must submit your application by clicking the following button.



PLEASE NOTE: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that you application was received after clicking submit application.



[Application Summary PDF](#)

