

FIRST TIME ACCESS TO THE PARENT PORTAL

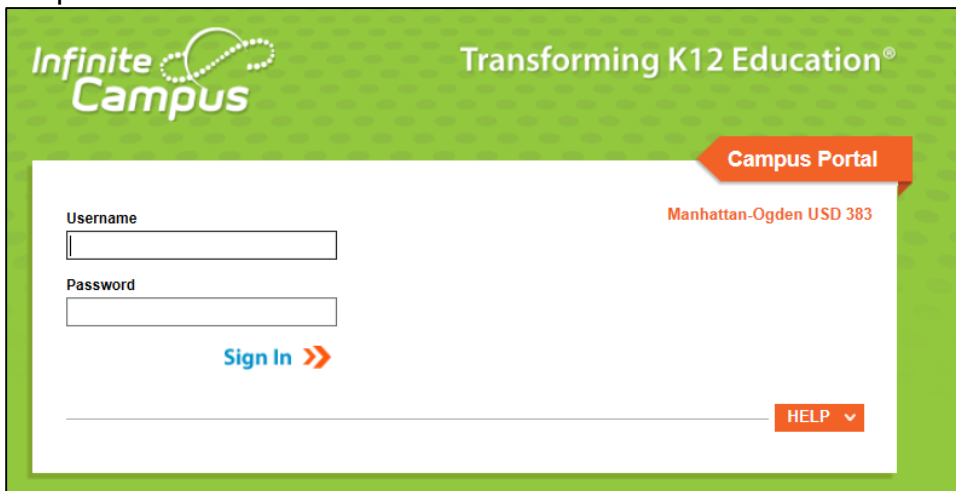
STEP 1

To access the Parent Portal log-in screen, click on the Parent Portal link from the school's website or use the following web address:

<https://ic.usd383.org/campus/portal/manhattanogden.jsp>

STEP 2

From the login screen, click orange **"HELP"** button. This option is only used the very first time the portal is accessed.



Infinite Campus
Transforming K12 Education®

Campus Portal

Manhattan-Ogden USD 383

Username

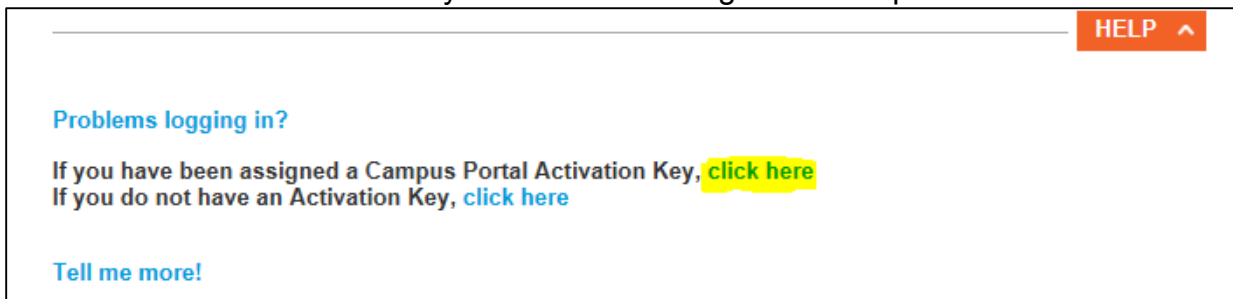
Password

Sign In >>

HELP ▾

STEP 3

Choose **"click here"** next to "If you have been assigned a Campus Portal Activation Key"



HELP ▲

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!

STEP 4

Enter your Activation Key. Make sure you enter your Campus Portal Activation Key correctly and click Submit.

If you do not have an Activation Key, please contact your child's school. Each parent will have their own unique Activation Key.

The screenshot shows a web page with a green header and an orange 'Campus Portal' button. The main heading is 'Activating your Campus Portal account' with the school name 'Manhattan-Ogden USD 383' to the right. Below the heading is a paragraph explaining the activation process. A section labeled 'Activation Key' contains five input boxes separated by hyphens, and a 'Submit' button is located below them.

STEP 5

Verify the name that comes up on the screen is your name. Enter a User Name and Password (must be at least 6 characters) for your account. Click Create Account.

After the Activation Key is used to create a parent portal account, it cannot be used again. Users simply enter their User Name and Password to access the portal.

The screenshot shows a web page with a green header and an orange 'Campus Portal' button. The main heading is 'Campus Portal account creation successful!' with the school name 'Manhattan-Ogden USD 383' to the right. Below the heading is a paragraph welcoming the user and explaining the next steps. There are three input fields: 'Username', 'Password', and 'Verify Password'. The 'Password' field has a strength indicator showing '0%'. A 'Create Account' button is located at the bottom.

STEP 6

When the log-in screen reappears, log-in using the your newly created User Name and Password.

Click Log In.

STEP 7

After logging in, you will have access to various modules of student information.

- Grades
- Schedule
- Attendance
- Assessment
- Health/Immunizations

If a user enters the User Name or Password incorrectly five consecutive times, the account will be locked/disabled. The account will need to be re-enabled by the account administrator (Sandy Steck (7am – 4pm, Monday – Friday) at Robinson Education Center, 785-587-2000.