



West Plains School District Quick Start Guide to Infinite Campus Parent Portal

Overview of Parent Portal

The West Plains School District Board of Education is pleased to provide parents with a secure electronic interface to access student information. Information provided on Parent Portal includes:

- Student Attendance
- Student Schedule
- Cafeteria Balance
- Assignments and Grades Earned
- Reports
- And Much More

Information is accessible to parents in real-time. As soon as an assignment is entered by a teacher, that assignment appears on Infinite Campus Portal.*

*Grading assignments is a time-consuming task. Please allow teachers one week to enter assignment grades into Infinite Campus. Certain long-term projects and extended writing assignments may require additional time for grading.

Creating a Parent Portal Account

1. Request a Person GUID from the secretary at your child's school.

NOTE: If you have children at more than one enrolled at West Plains Schools, you only need to request the Person GUID at one location. Once your account is established using the Person GUID, you will have access to all children for whom you are a parent or guardian.

2. Click on the [HELP](#) button. Select the [click here](#) link from the prompt below:



[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!](#)

3. Enter the [Person GUID](#) provided to you as the [Activation Key](#).



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

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Submit

4. Click Submit.

5. If you entered the Activation Key properly, the following screen will display. Select a User Name and Password for your Portal account.

Campus Portal account creation successful!

Welcome **Jim Everett**, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

User Name

jeverett

Password

●●●●●●●●

Verify Password

●●●●●●●●

Create Account

6. Click Create Account.

Logging Into Parent Portal

1. On the login page, enter your user name and password. 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

ndeason

Password

●●●●●●●●

Log In

[Problems logging in?](#)