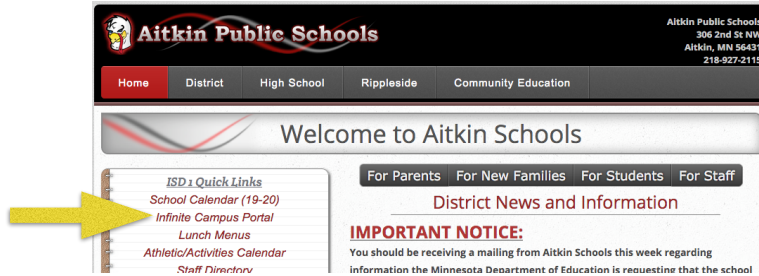


Infinite Campus Parent Portal Setup Instructions for Computer Users

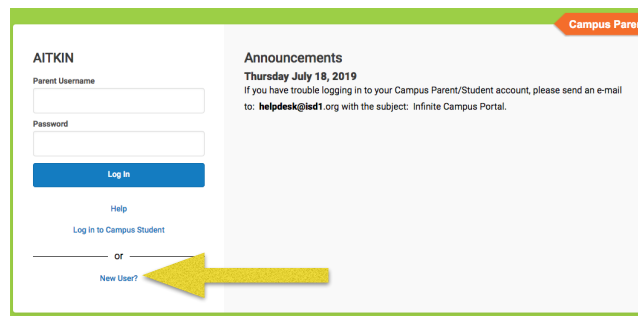
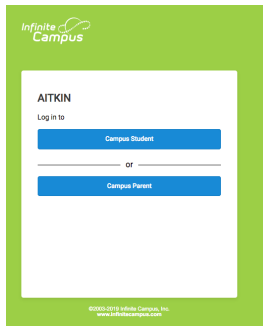
Note: Before using the Mobile Portal: You must set up an account on a computer first

To open the Campus Portal, go to the Aitkin school district web page: www.isd1.org and click on the “Infinite Campus Portal” on the “ISD Quick Links” menu on the left.

OR
Open your web browser and enter the following address: <https://arcc.infinitecampus.org/campus/portal/aitkin.jsp>

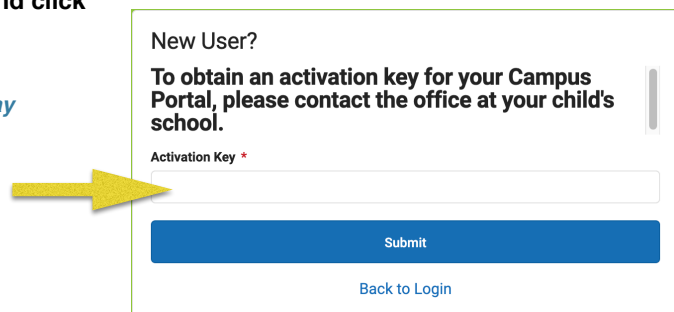


Click on “Campus Parent”, then click on “New User?”

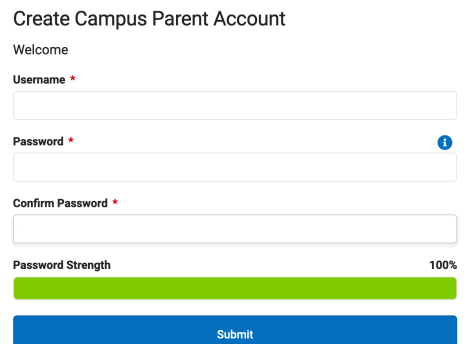


Enter the Activation Key you received from the school and click “Submit”.

If you have not filled out the form for an activation key, you may download one by going to www.isd1.org and clicking on the “For Parents” and then on the red button, “Parent Portal Information”. The Activation Request form is on the right. Forms are also available in the principal’s office in each building.



Enter a username and password. The “Password Strength” bar must be green. Confirm your password and click “Submit”



Over

On this screen, enter your email address twice and then the password you created above. Click on “Save”. You should receive an email at that address to verify the change.

Set Email

You are required to set an account security email.
Please enter the email address that can be used for security purposes. An email will be sent to verify the change.

New Account Security Email

Confirm New Account Security Email

Enter Campus Password

You should get the message below. You are then ready to login to your account with the Username and Password you created above.

Success!

Congratulations! You have successfully created your Campus Parent account!

[Back to Login](#)

Once you are logged in to your account, go to “Today” on the menu on the left. If you have more than one student enrolled in the district, click on the small gray arrow right next to the name/picture and a drop down menu will come up showing all of your students.

The screenshot shows the Infinite Campus dashboard. On the left is a dark sidebar menu with 'Today' highlighted by a red arrow. The main content area shows the 'Today' page for Friday, August 28, 2020. It displays a student's information, a food service balance of \$36.40, and assignment due dates. A dropdown menu is open for a student, with a red arrow pointing to the small gray arrow icon that triggered it.

Your Food Service lunch account balance is available by clicking on “Food Service” on the menu. From here you will also be able to put lunch money in the account online. Click on “Pay”, Enter the amount you wish to add to your account and click on “Add to Cart”. You can also pay student fees, i.e. athletic/ activity fees and computer insurance online. Please see the “Online Payment Instructions” at the end of this document.

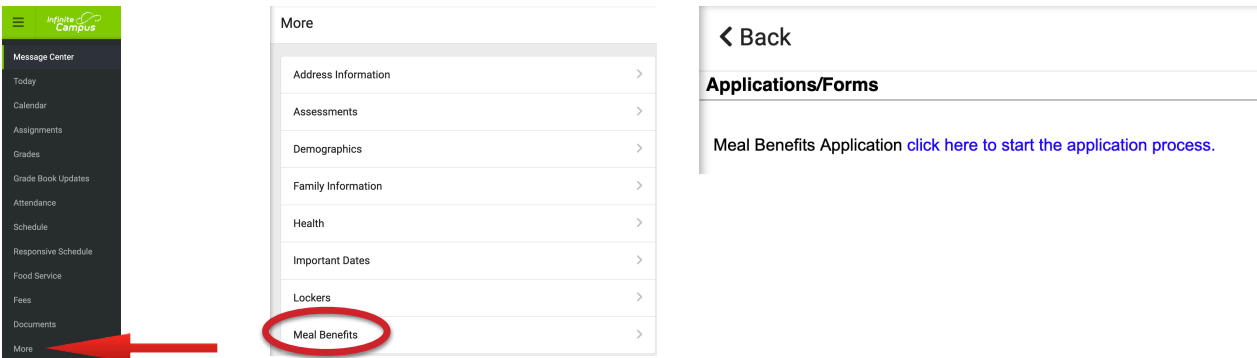
Food Service

ACCOUNT NAME	ACCOUNT #	BALANCE
Family Account	2289	\$36.40

0 Items in Cart \$0.00

ACCOUNT NAME	ACCOUNT #	BALANCE	AMOUNT
Family Account	2289	\$36.40	20.00

Click on the “More” option on the menu for other areas available on the parent portal. You may also fill out the “Application for Educational Benefits” (which includes the Free/Reduced meal benefit) by clicking on “Meal Benefits” on the bottom of the “More” menu. Follow the instructions on the application. Contact the District Office if you have questions on the meal application. All families are asked to complete the application, whether or not you qualify.



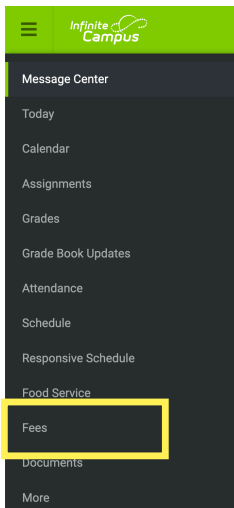
Infinite Campus Online Payments

You can pay Athletic/Activities, MacBook Insurance, MacBook repair fees and library book fines through your Infinite Campus portal using a credit or debit card.

1 Login to your Infinite Campus Parent Account

2 Click on:

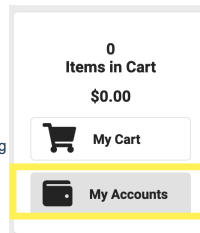
On the Index, click on “Fees”



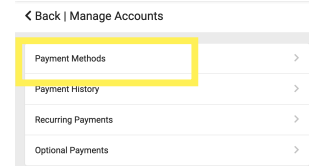
3 ADD A PAYMENT METHOD

Click on “My Accounts”

My Accounts is the tool where you can manage payment methods, select optional payments to pay, set up recurring payments, and view your payment history.

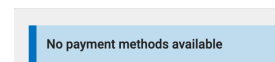


Click on “Payment Methods”




On the bottom left of the screen, click on “New”

< Back | Payment Methods



Fill out the Payment Method form and click “Save”

Payment Method

Accepted Payment Methods


Checking, Savings, or Card *

Checking
 Savings
 Credit Card/Debit Card

Nickname

Checking Account Number *

Routing Number *

First Name *

Last Name *

Address *

City *

4 Go back to the “Fees” page and click on “Add to Cart” for each fee you wish

Fees

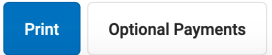
Person: All School Year: 2020 - 2021 Type: Unpaid

Total Due: \$58.69

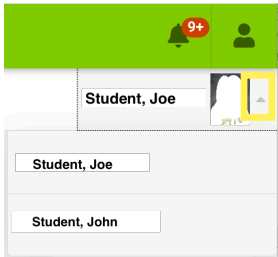
DESCRIPTION	DUE DATE	PERSON	FEE BALANCE
Prior Year Balance			8.69
MacBook Insurance***	09/08/2020	Student, Joe	25.00
MacBook Insurance***	09/08/2020	Student, John	25.00
Subtotal			58.69

5 ADDING OPTIONAL FEES

To add “optional fees”, (i.e. athletic fees), click on “Optional Payments” on the bottom of the screen.



In the upper right corner, choose the student you are paying the optional fee for by clicking on the drop down arrow to the right of the picture.

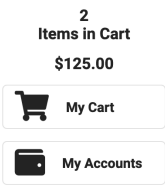


Find the fee and Click on “Add to Cart”

< Back | Optional Payments

NAME	AMOUNT	
Tennis Girls (9-12)	100.00	Add to Cart
Tennis Girls (7-8)	55.00	Add to Cart

6 When finished adding fees, click on “My Cart” on the right.



7 Choose your payment method if you set one up. Otherwise, click on “Add Payment Method” and follow instructions in Step 3 above.

Enter an email address for your receipt.

< Back | Checkout

FEE	NAME	AMOUNT	
MacBook Insurance***		\$25.00	Remove

OPTIONAL FEE	NAME	AMOUNT	
Tennis Girls (9-12)		\$100.00	Remove

Payment Method *	Subtotal:	\$125.00
No payment methods available	Service Fee:	
Add Payment Method	Total:	\$125.00

Email Address for Receipt

8 Click on “Submit Payment”

