



## INFINITE CAMPUS PARENT PORTAL TIP SHEET

### GETTING STARTED

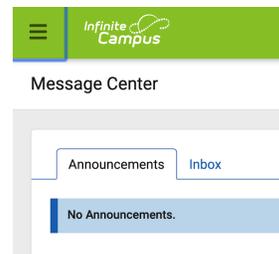
- Log in to your Infinite Campus Parent Portal. A link can be found on the district website under the PARENTS dropdown (link > <https://mncloud3.infinitecampus.org/campus/portal/jordan.jsp>)

If you do not have a log in contact the Jordan Public Schools District Office at 952-492-6200. Office hours are 7:30am - 4:00pm. Parents/guardians each have an individual and secure "activation key" in order to view student information. To receive this activation key you will be required to present a valid picture ID.



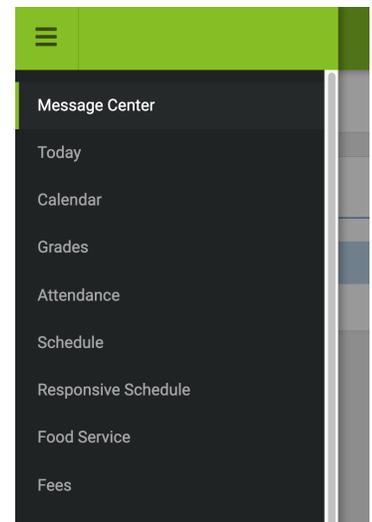
### HOME

- Contains announcements and an inbox within the message center.
- NOTE: If you set up notifications through Infinite Campus (such as low grade or missing assignment), your notification will show in the "bell", you will not be emailed separately.



### MENU (found on upper left of screen)

- Where you are going to find things like grades, attendance information, food service information, and fees.
- Fees is a popular and most visited feature.

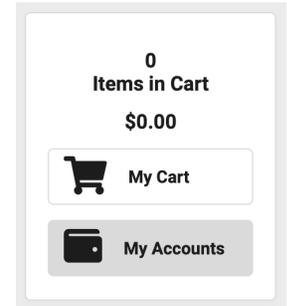


### FEES

- If you have more than one student, use the drop down in the upper right of page to change student accounts.
- Assigned fees** are shown on the FEES homepage (assigned fees can include items such as Chromebook device insurance or a field trip fee).

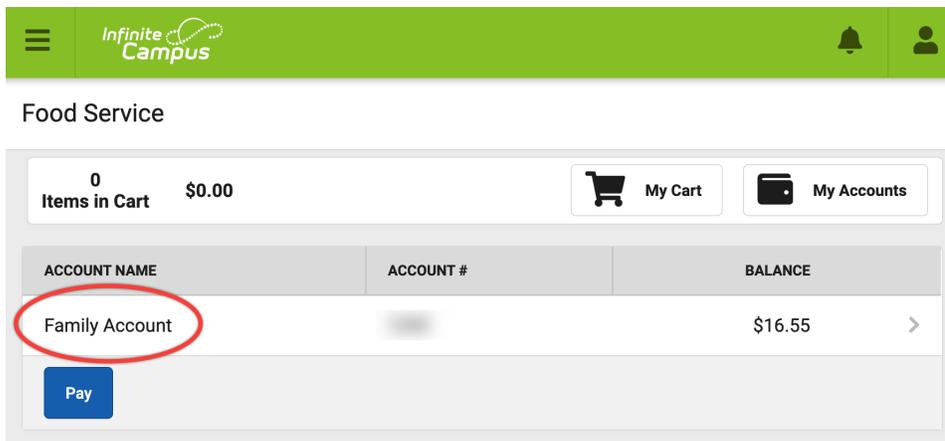
DESCRIPTION	DUE DATE	FEE BALANCE
1:1 Student Device Insurance	09/30/2019	20.00
<b>Subtotal</b>		<b>20.00</b>

- **Optional fees** are found using the “MY ACCOUNTS” button (optional fees can include items such as yearbooks, parking pass, athletic passes, or snack cart)
  - **To pay for OPTIONAL FEES, go to “MY ACCOUNTS”**



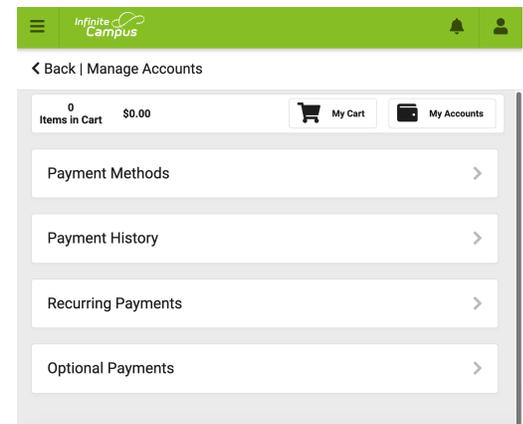
## FOOD SERVICE

- Food Service is another frequently visited tab.
  - Use to check your current food service balance.
  - Add money to your lunch account.
  - If you click on the “account name”, this is also the location of where you’ll find the individualized items that children are purchasing.
    - If you question that your food service balance is going too low too fast and perhaps maybe one of your children is buying items they shouldn't be, this is a good place to look.
- To review *past food purchases*, choose “TIME FRAME” for more options.



## MY ACCOUNTS

- The “MY ACCOUNTS” page is where you will find the following:
  - **Payment methods** - for bank or credit, or debit card information.
  - **Payment history** - detailed history of paid items.
  - **Recurring payments** - have money automatically deposited in your account. Set it on forget it! Two options are available:
    - *Monthly*: choose the date that a payment will be deposited each month
    - *Low Balance*: automatically deposit money into your account from your bank account when it gets to a certain low balance
  - **Optional payments** - optional fees can include items such as yearbooks, parking pass, athletic passes, donations, or snack cart.



**This tip sheet is also available in an extended tutorial video.  
To view video, visit our website at [www.jordan.k12.mn.us/Page/129](http://www.jordan.k12.mn.us/Page/129)**

**With Infinite Campus Parent Portal questions, please contact the District Office at 952-492-6200.**