

# Middlesboro Independent School District

## Infinite Campus Parent Portal

### Step-by-Step Instructions for First Time Log On

1. Log on to the following secure Internet address for the Parent Portal.  
This site can also be accessed by clicking on the Parent Portal icon located on the district website.

<https://infinitecampus.kyschools.us/campus/portal/middlesboro.jsp>

2. Click on the circled link below, under ‘First time using Campus Portal?’

#### 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

Password

Log In

[Problems logging in?](#)

3. Enter the **Portal Activation Key**, provided by school personnel, into the appropriate boxes.

Click on the **Submit** button when you are finished.

#### 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

4. You must now create a User Name and Password.
  - a. Type your desired User Name in the area indicated.
  - b. Type your desired Password in the area indicated. (*it must be a minimum of 6 characters, and should contain numbers and letters.*)
  - c. Retype your password.
  - d. Click on the **Create Account** button when you are done.

[Note: It is important that you keep your access information **private** and do not share it with anyone]. Record it somewhere, so you won't forget it.

### Campus Portal account creation successful!

Welcome Your name here 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

Password

Verify Password

Create Account

5. You are now ready to log into the system!  
Click on the link indicated to access the Parent Portal login page.

### Campus Portal account creation

Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page.

6. In the boxes indicated, type in the Username and Password you created in step 4. Click on the **Log In** button when you are done.

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### Already have a Campus Portal account?

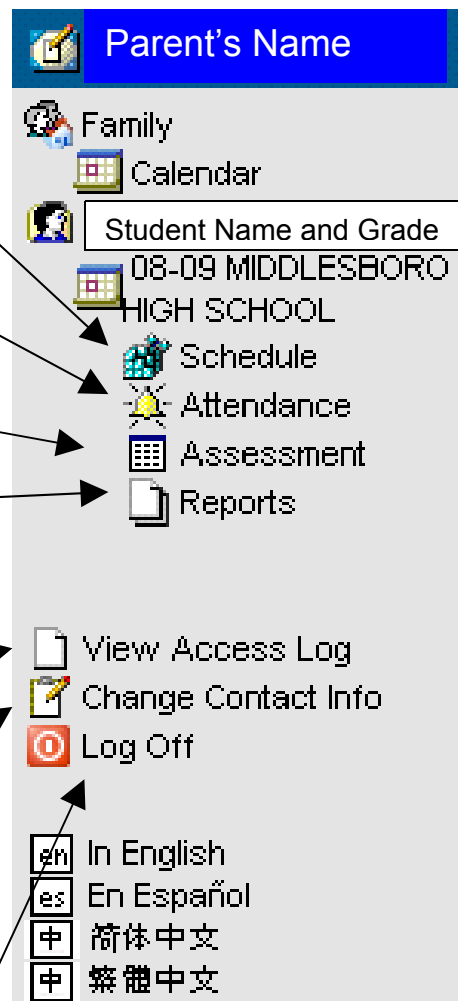
User Name

Password

Log In | [Problems logging in?](#)

## 7. You are now in the Parent Portal!

- Click on the **Schedule** link to view your classes on the right.  
Click on the link for the class to see the grades for that class. Click on the teacher's name to send them an email.
- Click on the **Attendance** link to view child(ren)'s daily attendance.  
*[Please remember to wait 24 to 48 hours before you call the Office to report any errors.]*
- Click on the **Assessment** link to view a record of your child(ren)'s State assessments. (Upper Grades Only)
- Clicking on the **Reports** link to view and print your child(ren)'s **schedule(s)**, view/print a **Missing Assignments report**, and view/print **report cards** (as they are available).
- Click on the **View Access Log** link to see a record of your Portal activity.
- To add/change your **email address**, click on **Change Contact Info**. To allow your child's teachers to see your email address, you need to check the box at the bottom that says "Teacher". It's suggested that you check all of these boxes.



8. In the interest of security, make sure to click the **Log Off** link when you are finished.

In addition, you can click on **Family** to verify household addresses and phone numbers. Click on **Calendar** for *absentee* and *assignments due* information.