

Milton Hershey School

Infinite Campus

Parent Portal Access

Revision Date:

8/1/2012

The Infinite Campus Parent Portal is a communication tool Milton Hershey School uses to keep sponsors informed about their student(s)' performance.

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Infinite Campus Parent Portal – Family Section

Overview

PATH: Campus Portal>Family

The Family section of the Portal contains Messages for the family, Household Information, Family Member information, Calendar information for all enrolled students, and a Family To Do List. Sponsors can access this information on a computer, laptop, or mobile device such as a smart phone or tablet (iPad or Android tablet). See page 17 for directions on downloading the Infinite Campus app to your mobile device and accessing your student(s)' information.

Available Tools

Messages

The Messages tab is selected by default when you log in. Its contents are divided into District Notices, School Notices, and the Inbox. If a section contains no information, it will be closed. A count of all messages is noted next to the message type. An indication of new messages since the last visit appears in the left hand navigation pane. The new message is noted by a NEW flag and the message field lists the number of new messages in that section.

You can view **Notices** anytime by selecting the Messages tab or by clicking the **Home** button in the top right corner of the Portal page.

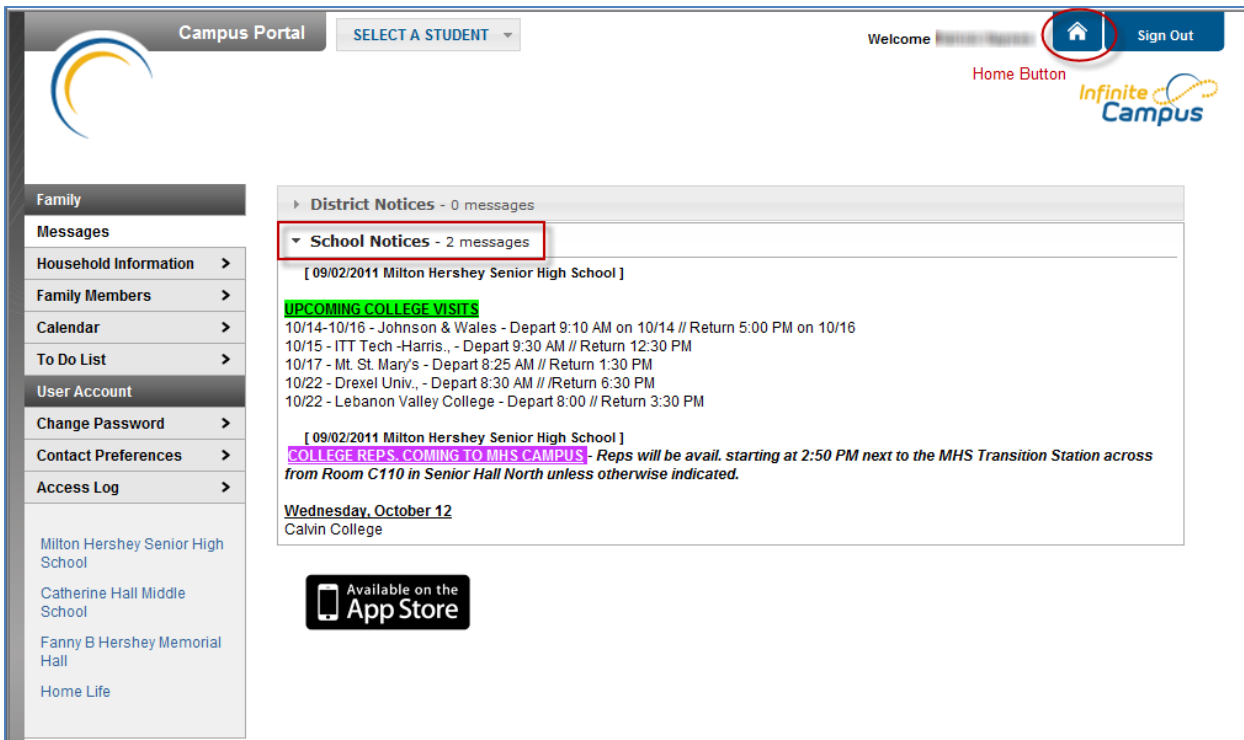


Figure 1 Home Page on Portal

Household Information

Overview

PATH: Campus Portal>Family

This tab lists the household phone number and all current addresses of the household.

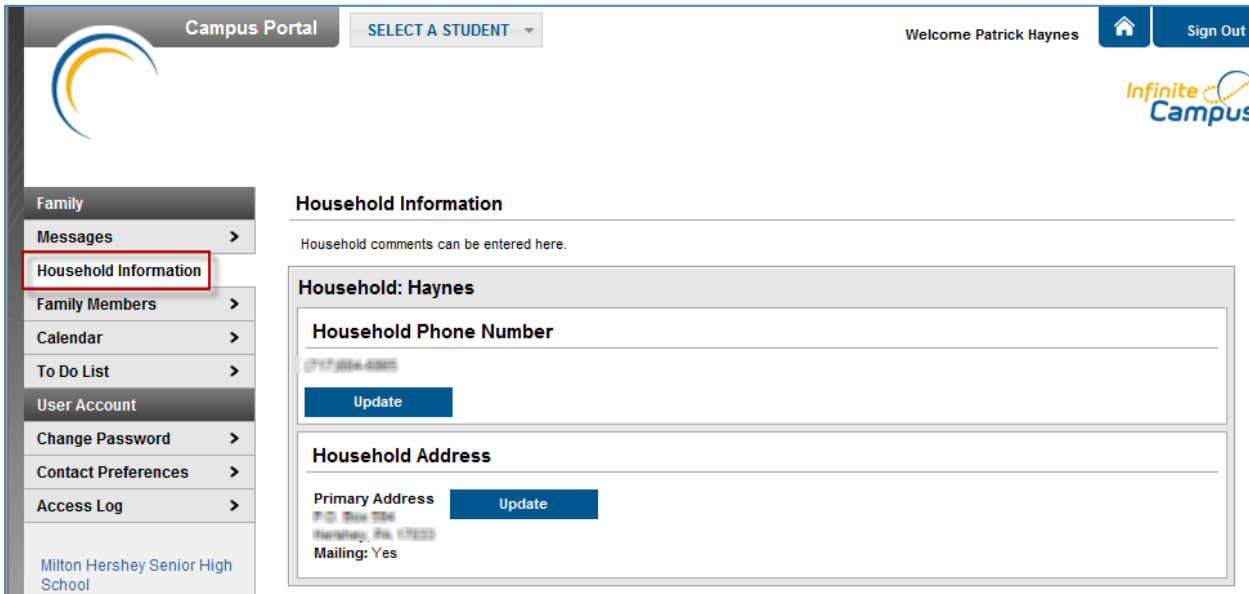


Figure 2 Update Household Information

Updating Household Information

Sponsors may review and request changes to the household information that includes changing the household address(es) and the household phone number. Requests to change the data will be reviewed by Milton Hershey School personnel and approved accordingly. There may be a short lag time between the time the request for change was submitted and when the changes are reflected on the Portal.

Updating Household Phone Number

1. Click the **Update** button below the **Household Phone Number** field. A pop-up window will appear.
2. Enter the updated 10-digit household number (area code plus number).
3. Enter any **Comments** related to the modified information. These comments are seen by the Milton Hershey School employee processing the request.
4. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
5. Click **OK** to return to the **Household Information** view.

Updating this phone number will update the home phone number for all members of the household.

Updating Household Address

1. Click the **Update** button next to the Address that should be changed (a household may have more than one address). A pop-up window will appear.
2. Enter the correct address information in the appropriate fields. For definitions on these fields, see the **Address Fields*** table following these instructions.
3. If mail should be sent to this address, mark the **Send mail to this address** checkbox.
4. Determine the type of change for this address and select the correct radio button:
 - a. I am changing my address because I moved or will be moving. This selection requires the entry of an Address Effective Date, meaning the address change will not take effect until the date entered (all mail sent between now and the effective date will be sent to the existing address). A calendar pop-up will display to easily select the date the new address should take effect.
 - b. I am correcting my address information because it was incorrect.
5. Enter any **Comments** related to the modified information. These comments are seen by the Milton Hershey School employee processing the request.
6. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
7. Click **OK** to return to the **Household Information** view.

When Milton Hershey School approves or denies a request, a message is visible on the Portal in the Inbox section under Messages.

Update Address [X]

Update your address information, indicate what type of change you are making, and click Send Update.

P.O. Box: * Number: Prefix: Street: Tag: Direction: Apt:

* City: * State: * Zip Code: County:

Send mail to this address

Type of Change
Please select the reason for making this address change.

I am changing my address because I moved or will be moving.
Address Effective Date:

I am correcting my address information because it was incorrect.

Comments:

Send Update **Cancel**

Figure 3 Update Address Information Options

*Address Fields

Field	Definition
P.O. Box	Indicates the address is not a street address and mail is sent to the resident Post Office for collection.
Number	House Number of the address or Box number if the address is a P.O. Box address: In the address <i>7750 South Barstow Street NE, Any Town NY 22222</i> , 7750 is the number. Only enter the number of the address.
Prefix	Direction of the street in the address. In the address <i>7750 South Barstow Street NE, Any Town NY 22222</i> , South is the prefix.
Street	Name of the Street. <i>7750 South Barstow Street NE, Any Town NY 22222</i> , Barstow is the street name. Enter only the name of the street.
Tag	Label of the entered Street – Avenue, Street, Blvd., etc. <i>7750 South Barstow Street NE, Any Town NY 22222</i> , Street is the tag. Enter only the tag in this field.
Direction	Direction indicating the placement of the street within the city limits. <i>7750 South Barstow Street NE, Any Town NY 22222</i> , NE is the direction. Enter only the direction in this field.
Apt	Apartment number if this address is for an apartment building location. <i>7750 South Barstow Street NE, Apt. 101, Any Town NY 22222</i> , 101 is the apartment number.
City	Postal city for the address.
State	Two-digit state code for the address.
Zip Code	Postal Zip Code (plus 4 if available)
County	County in which the address is located

Family Members

Overview

PATH: Campus Portal>Family>Family Members

This tab lists demographic information for all household members. Here sponsors can review each person’s contact information and relationships between all household members.

Milton Hershey School can give access rights to all parents/guardians to whom the student has a relationship or only specific rights to one parent or guardian. This authorization is done when the custodial parent or guardian informs the School of the rights of each parent/guardian to this information.

Updating Family Member Information

Sponsors can request changes to the following fields:

- Contact information including:
 - ◆ First Name, Middle Name, Last Name, suffix, and Gender (for non-students only)
 - ◆ Cell Phone
 - ◆ Work Phone
 - ◆ Other Phone
 - ◆ E-mail Address
- Relationships
 - ◆ Type of relationship
 - ◆ Contact Order
 - ◆ Legal Guardian Relationship

Requests to change census data will be reviewed by a Milton Hershey School employee and approved accordingly. There may be a short lag time between the time the request for change was submitted and when changes are reflected.

Name	Relationship	Contact Order	Guardian	
[Redacted]	Brother/Sister		No	Update
[Redacted]	Brother/Sister		No	Update
[Redacted]	Brother/Sister		No	Update
[Redacted]	Brother/Sister		No	Update
[Redacted]	Father/Daughter	1	Yes	Update
[Redacted]	Mother/Daughter	1	Yes	Update
[Redacted]	Brother/Sister		No	Update
[Redacted]	Brother/Sister		No	Update

Figure 4 Update Options for Family Members

Updating Contact Information

1. Select the appropriate family member for which you are requesting a change in information.
2. Click the **Update** button below the **Work Phone** field. A pop-up window will appear.
3. Enter the updated contact information. For phone numbers, enter the 10-digit number (area code plus number); for e-mail addresses, enter the full e-mail address.
4. Enter any **Comments** related to the requested information. These comments are seen by the Milton Hershey School employee processing the request.
5. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
6. Click **OK** to return to the Family view.

Updating Relationship Information

1. Select the appropriate relationship to request a change in information.
2. Click the **Update** button to the right of the person's name. A pop-up window will appear.
3. Select the Relationship between the person's information that is currently being viewed and the chosen person. This is a required field.
4. The **Contact Order** field is determined and set by MHS. You may skip this field.
5. Select whether the relationship is a **Legal Guardian Relationship**.
6. Enter any **Comments** related to the requested change in information. These comments are seen by the Milton Hershey School employee processing the request.
7. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
8. Click **OK** to return to the Family view.

The screenshot shows a pop-up window titled "Update Relationship". At the top, it indicates a relationship between two individuals. Below this, there is a dropdown menu currently set to "Father/Daughter". Underneath, the "Contact Order" is set to "1". A checkbox for "Legal Guardian Relationship?" is checked and labeled "Yes". A text area for "Comments" is provided but empty. At the bottom of the window are two buttons: "Send Update" and "Cancel".

Figure 5 Update Relationship Information

Family Calendar

Overview

PATH: Campus Portal>Family>Calendar

The Calendar tab in the Family section displays calendar events for each school in which a student is enrolled. The calendar defaults to the current month, but sponsors are able to view previous months and future months by clicking the black arrow button on either side of the month and year.

Note the following:

- Events are only displayed for the calendar in which a student in the family is actively enrolled.
- If the enrollment ended before the current day, the event for that day does not display.
- Day events for future enrollments in the current school year do display on the calendar.

Attendance Events (Bell Icon)

Clicking on an **Attendance Event** will produce an additional screen over the Calendar which provides the details of the attendance event, including what class periods the event affected and the status of the event.

Assignments (A+ Icon)

Clicking on an **Assignment** icon takes the sponsor to another screen which provides details of the student assignment, including a description of the assignment and the date due. Clicking the browser's back button will return you to the calendar.

Family To Do List

Overview

PATH: Portal>Family>To Do List

The **To Do List** tab provides a summary of assignments that are due and/or late for all students in the family. The summary includes the Student to whom the assignment was given, the Course and Assignment, the Date Assigned, the Due Date, and the Days Remaining or Overdue.

To Do List Logic

- Assignments with a score do not display in the To Do List.
- Assignments that have been turned in do not display in the To Do List.
- Assignments marked as missing will display in the To Do List.

If there is only one student in the family, the To Do List and the Calendar are not displayed in the Family section. If the student is logged in, the To Do List and Calendar do not display in the Family section.

Family To Do List

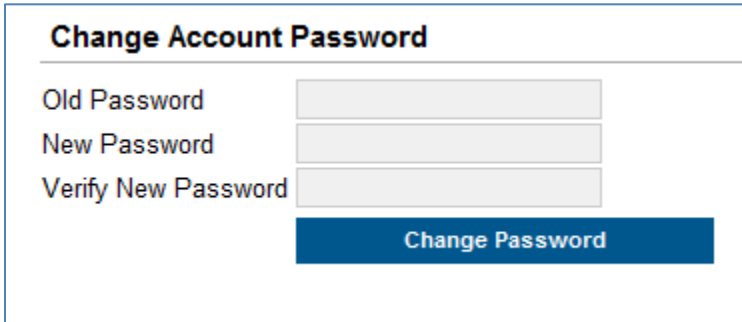
The To Do List can be filtered to show All Dates or only assignments for a specific month. Clicking the **Print** icon will generate the list in PDF format to be printed.

User Account - Change Password

Overview

PATH: Portal>User Account> Change Password

Sponsors may change their account password anytime.



Change Account Password

Old Password

New Password

Verify New Password

Change Password

Change Password Process

1. Click in the **Old Password** field and type your current password.
2. Click in the **New Password** field and type the new password.
3. Click in the **Verify New Password** field and type the new password again.
4. Click on the **Change Password** button.

User Account - Contact Preferences

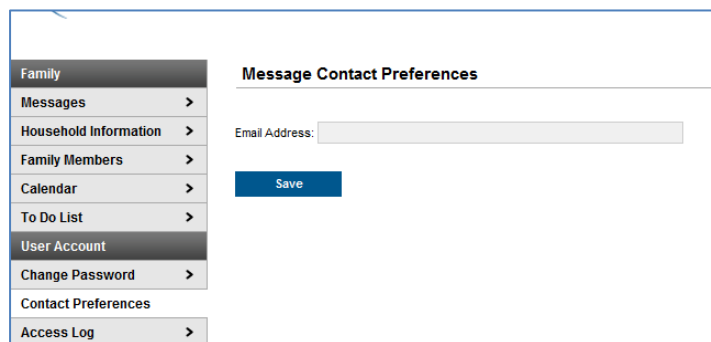
Overview

PATH: Portal>User Account> Contact Preferences

Sponsors can give an e-mail address for Milton Hershey School to use. All messages in Infinite Campus will go to this account.

Contact Preferences Procedure

1. Click in the E-mail Address field and type a complete, valid e-mail address.
2. Click on the **Save** button.



Message Contact Preferences

Family

- Messages >
- Household Information >
- Family Members >
- Calendar >
- To Do List >
- User Account**
- Change Password >
- Contact Preferences
- Access Log >

Email Address:

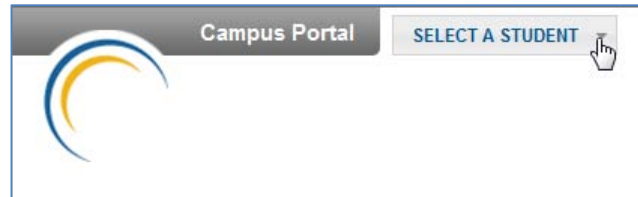
Save

Campus Portal – Select A Student

Overview

PATH: Campus Portal>Select A Student

Sponsors can view specific academic, attendance, and behavior information for each student. At the top of the page click on the Select A Student button to filter the information on the page for just that one student.

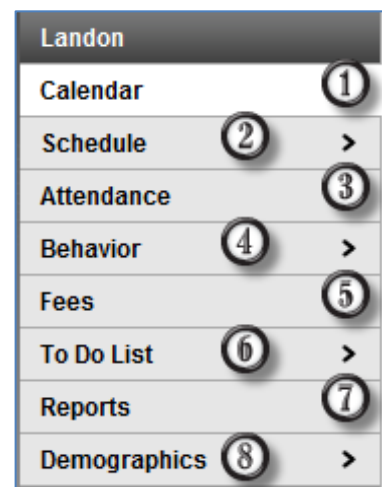


Elementary Division

Overview

Sponsors can view the following information for each Elementary Division student in their family:

1. Calendar – If teachers place activities such as field trips or assignments such as tests or quizzes on the calendar, they appear on the portal in the Calendar. Assignments are an A+ icon and attendance events are a bell icon.
2. The student’s schedule of classes and teachers appear in the Schedule. Sponsors can click on the envelope icon next to a class name to create an email message to the teacher.
3. Attendance events appear under Attendance.
4. Any recorded behavior or discipline events appear under Behavior.
5. The Fees section is used on a limited basis in the Elementary Division. Students are assessed fees for items such missing library books.
6. The student’s To Do List show all assignments due. If they are overdue, they appear in red type. These are assignments the teachers create in their classes.
7. Sponsors can print the student schedule and a list of missing assignments in the Reports section. Click on the icon to view the report. Click on the print button in the upper left corner to print it.
8. The student’s complete name, gender, date of birth, and ethnicity is in the Demographics section. If this data is inaccurate and needs to be changed, sponsors can click on the **Update** button to submit information. The **Add Contact** button is for adding contact information for people not in the family household. For example, sponsors could add a name and phone number for an emergency contact person.

A screenshot of a vertical menu for a student named Landon. The menu items are: Calendar (with a bell icon and a circled 1), Schedule (with an envelope icon and a circled 2), Attendance (with a bell icon and a circled 3), Behavior (with an envelope icon and a circled 4), Fees (with a bell icon and a circled 5), To Do List (with an envelope icon and a circled 6), Reports (with a bell icon and a circled 7), and Demographics (with an envelope icon and a circled 8). Each item has a right-pointing arrow next to it.

Landon	
Calendar	1
Schedule	2
Attendance	3
Behavior	4
Fees	5
To Do List	6
Reports	7
Demographics	8

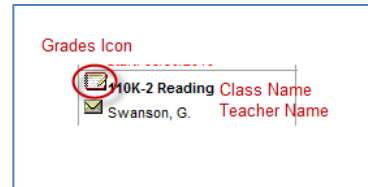
Grades

Students in Pre-K through Grade 2 have a grading scale of letters: O for outstanding work, G for good work, S for satisfactory work, and N for Needs Improvement. For each Standard the student must meet, he/she is graded as ADV for advanced, PRO for proficient, BAS for basic, BEL for below basic, and NC for not yet covered. Students in Grades 3 and 4 have a grading scale of letters: A, B, C, and F.

View Student Grades

1. At the top of the portal page use the Select A Student button to choose the Elementary Division student in the family.
2. Use the button above the Student Number and Grade information to choose the elementary school (ES) and not Home Life (HL). The number after the letters ES are the school year.

3. At the left of the page click on the Schedule button.
4. For the appropriate Term (Q1, Q2, Q3, and Q4) click on the grade book and pencil icon next to the class name.
5. A grade with **green** fill in the box is a final grade. A grade with **yellow** fill in the box is an in-progress grade. Any box that is **white** has no grades available. Scrolling down this page, sponsors can see each Quarter's grades and read the details about progress in certain areas, assignments (name, due date, points possible, student's score), and the grading scale at the bottom of the page.



Grading Task Summary							
Legend: <input type="checkbox"/> Final Grade <input type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet							
Grading Task	Quarters Q1	Quarters Q2	Quarters Q3	Quarters Q4			
Quarter Grade		N					
Progress Report		N	N				
Term Q1 Quarter Grade Detail							
test							
Name	Due Date	Assigned Date	Pts Poss	Score	%	Turned In	Comments
theme 3 test	11/17/2010			100			
test Totals							
Term Q1 Quarter Grade Totals							
Term Q1 Progress Report Detail							
This Grading Task has no assignments assigned to it.							
Term Q2 Quarter Grade Detail							
test							
Name	Due Date	Assigned Date	Pts Poss	Score	%	Turned In	Comments
theme 3 test	11/17/2010		60	38	63.33		
test theme 4	12/14/2010		70	55	78.57		
test Totals							
Term Q2 Quarter Grade Totals							

Sample
Grades

Middle Division

Overview

Sponsors can view the following information for each Middle Division student in their family:

1. Calendar – If teachers place activities such as field trips or assignments such as tests or quizzes on the calendar, they appear on the portal in the Calendar. Assignments are an A+ icon and attendance events are a bell icon.
2. The student’s schedule of classes and teachers appear in the Schedule. Sponsors can click on the envelope icon next to a class name to create an email message to the teacher.
3. Attendance events appear under Attendance.
4. Any recorded behavior or discipline events appear under Behavior.
5. The Fees section is used on a limited basis in the Middle Division. Students are assessed fees for items such as missing library books.
6. The student’s To Do List show all assignments due. If they are overdue, they appear in red type. These are assignments the teachers create in their classes.
7. Sponsors can print the student schedule and a list of missing assignments in the Reports section. Click on the icon to view the report. Click on the print button in the upper left corner to print it.
8. The student’s complete name, gender, date of birth, and ethnicity is in the Demographics section. If this data is inaccurate and needs to be changed, sponsors can click on the **Update** button to submit information. The **Add Contact** button is for adding contact information for people not in the family household. For example, sponsors could add a name and phone number for an emergency contact person.

Landon	
Calendar	1
Schedule	2
Attendance	3
Behavior	4
Fees	5
To Do List	6
Reports	7
Demographics	8

Grades

Middle School students have a grading scale of A-F: Grades can be weighted. The table below shows how grades are calculated using either points or weights:

Examples of Grades

Use Straight Points

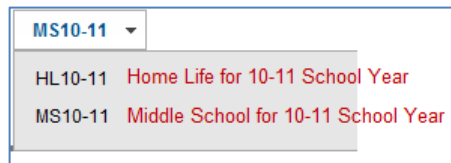
	Possible Points	Student's Points	
Homework	20	10	
Tests	50	45	
Projects	50	48	Grade (Total points divided by total points possible)
Total	120	103	86% (103/120)

Use Weights

	Possible Points	Weight	Student's Points	Student's Weighted Points
Homework	20	25	10	250
Tests	50	50	45	2250
Projects	50	25	48	1200
Total	120	100%		3700
			Grade (total points divided by total points possible)	
	Total Weighted Points Possible	4250	(3700/4250)	87%

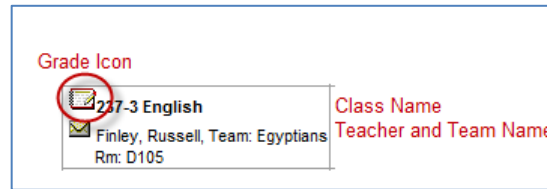
View Student Grades

1. At the top of the portal page use the Select A Student button to choose the Middle Division student in the family.
2. Use the button above the Student Number and Grade information to choose the middle school (MS) and not Home Life (HL). The number after the letters MS are the school year.



3. At the left of the page click on the Schedule button.

4. For the appropriate Term (Q1, Q2, Q3, and Q4) click on the grade book and pencil icon next to the class name.



5. A grade with **green** fill in the box is a final grade. A grade with **yellow** fill in the box is an in-progress grade. Any box that is **white** has no grades available. Scrolling down this page, sponsors can see each Quarter's grades and read the details about progress in certain areas, assignments (name, due date, points possible, student's score), and the grading scale at the bottom of the page.

Grading Task Summary						
Legend: <input type="checkbox"/> Final Grade <input type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet						
Grading Task	Quarters Q1	Quarters Q2	Quarters Q3	Quarters Q4		
Quarter Grade	87 87.38%	75 74.61%	83 83.38%	79 79%		
Effort	A	B	A	A		
Conduct	A	B	A	A		
Progress Report	87 87.38%	75 74.61%	83 83.38%	79 79%		
Quarter to Date (eligibility)	87 87.38%	75 74.61%	83 83.38%	79 79%		
Final Grade	Sample Grades			81 81.09%		
Term Q1 Quarter Grade Detail						
Homework						
Name	Due Date	Assigned Date	Pts Poss	Score %	Turned In	Comments
Worksheet 5 - Grammar Assessment	08/24/2010		25	25 100		
Worksheet 51 - Morphemes "Re"	08/24/2010		18	18 100		
Classifying Nouns Worksheet	08/24/2010		17	8.5 50		
Worksheet 42-43	09/03/2010		15	13 86.67		
Worksheets 38-39 - Pronouns	09/08/2010		22	14 63.64		
Morpheme Worksheets 54 & 55	09/13/2010		28	18 64.29		
Worksheet 21 - Pronouns	09/13/2010		8	8 100		
Pronoun Packet	09/27/2010		40	33 82.5		
Linking and Action Verbs	10/06/2010		22	21 95.46		
Worksheet 12 - Verbs	10/18/2010		23	23 100		
Great Mail Race Letter	10/20/2010		0			
Homework Totals			218	181.583.26%		
Class Assignments						

Senior Division

Overview

Sponsors can view the following information for each Senior Division student in their family:

1. – If teachers place activities such as field trips or assignments such as tests or quizzes on the calendar, they appear on the portal in the Calendar. Assignments are an A+ icon and attendance events are a bell icon.
2. The student's schedule of classes and teachers appear in the Schedule. Sponsors can click on the envelope icon next to a class name to create an email message to the teacher.
3. Attendance events appear under Attendance.
4. Any recorded behavior or discipline events appear under Behavior.
5. Students are assessed fees in Senior Division for items such as class dues or missing laptop computers and library books.
6. The student's To Do List show all assignments due. If they are overdue, they appear in red type. These are assignments the teachers create in their classes.

Landon	
Calendar	1
Schedule	2 >
Attendance	3
Behavior	4 >
Fees	5
To Do List	6 >
Reports	7
Demographics	8 >

7. Sponsors can print the student schedule and a list of missing assignments in the Reports section. Click on the icon to view the report. Click on the print button in the upper left corner to print it.
8. The student's complete name, gender, date of birth, and ethnicity is in the Demographics section. If this data is inaccurate and needs to be changed, sponsors can click on the **Update** button to submit information. The **Add Contact** button is for adding contact information for people not in the family household. For example, sponsors could add a name and phone number for an emergency contact person.

Grades

High School students have a grading scale of A-F: Grades can be weighted. The table below shows how grades are calculated using either points or weights:

Examples of Grades

Use Straight Points					
	Possible Points	Student's Points			
Homework	20	10			
Tests	50	45			
Projects	50	48	Grade (Total points divided by total points possible)		
Total	120	103	86%	(103/120)	

Use Weights					
	Possible Points	Weight	Student's Points	Student's Weighted Points	
Homework	20	25	10	250	
Tests	50	50	45	2250	
Projects	50	25	48	1200	
Total	120	100%		3700	
			Grade (total points divided by total points possible)		
	Total Weighted Points Possible	4250	(3700/4250)	87%	

View Student Grades

1. At the top of the portal page use the Select A Student button to choose the Senior Division student in the family.
2. Use the button above the Student Number and Grade information to choose the high school (HS) and not Home Life (HL). The number after the letters HS are the school year.


HS10-11 ▾


HL10-11 Home Life for 10-11 School Year

HS10-11 High School for 10-11 School Year

3. At the left of the page click on the Schedule button.
4. For the appropriate Term (Q1, Q2, Q3, and Q4) click on the grade book and pencil icon next to the class name.

Grade Icon

 612-1 ALGEBRA 2 Class Name

 Heisey, S Teacher Name

Rm: SHS E114

5. A grade with **green** fill in the box is a final grade. A grade with **yellow** fill in the box is an in-progress grade. Any box that is **white** has no grades available. Scrolling down this page, sponsors can see each Quarter's grades and read the details about progress in certain areas, assignments (name, due date, points possible, student's score), and the grading scale at the bottom of the page.

Grading Task Summary						
Legend: <input type="checkbox"/> Final Grade <input type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet						
Grading Task	Quarters Q1	Quarters Q2	Quarters Q3	Quarters Q4		
Quarter Grade	84 84%	90 90.3%	83 83.11%	77 76.75%		
Effort	B	B	B	C		
Conduct	A	A	A	A		
Progress Report						
Quarter to Date (eligibility)	86 86.45%	92 92.08%	83 83.11%	77 76.75%		
Final Exam	Sample Grades			63 63%		
Final Grade				79 79.43%		
Term Q1 Quarter Grade Detail						
grades						
Name	Due Date	Assigned Date	Pts Poss	Score %	Turned In	Comments
quiz 1.1-1.4	08/25/2010		40	39 97.5		
Chapter 1 test	09/02/2010		75	73 97.33		
linear functions quiz 2.1-2.3	09/10/2010		32	29 90.62		
rdm HW collection	09/17/2010		5	5 100		
equations quiz	09/17/2010		32	18 56.25		
Best Fit Line	09/23/2010		15	7 46.67		
In Class review	09/29/2010		5	0 0		
logic puzzle extra credit	09/27/2010		0	0 0		
Linear Regression w/ Calculator	09/29/2010		15	15 100		
linear inequalities	10/04/2010		16	14 87.5		
CHapter 2 Test	10/06/2010		75	68 90.67		
2x2stems quiz	10/15/2010		30			
Chapter 3 common assessment	10/22/2010		80	68 85		
spiral review	10/25/2010		10			
grades Totals			390	336 86.15%		
Term Q1 Quarter Grade Totals			390	336 84%		

Accessing Infinite Campus on Mobile Devices

Below are the steps for finding and downloading the Infinite Campus app for mobile devices.

Installing the App for Apple iPhone or iPad:

1. Go to the **App Store** in iTunes.
2. Tap on **Featured** on the navigation bar at the bottom of the screen.
3. Tap in the **Search Strip** in the upper right corner of the screen.
4. Tap on the **X** at the end of the Search Strip to delete the last search text.
5. Type *infinite campus*
6. Tap on “infinite campus mobile portal” in the search results.
7. Tap on either the iPad or iPhone App for Infinite Campus Mobile Portal.
8. Tap on **Free** then on **Install**.
9. Type in your iTunes account password. Tap on OK.
10. The app is downloaded to your device.

Using the Infinite Campus App for Apple iPhone or iPad

11. Tap on the **CampusPortal** icon on your mobile device.
12. Tap on **Settings**.
13. Under School District type the School District ID of **KKKYQB**.
14. Under Account Information tap on **User**. Type in your user name and password that was given to you in the letter you received from Milton Hershey School.
15. Tap on **Sign In**.
16. The connection is established and the data for your student(s) will start to download.
17. Tap on **Infinite Campus** on the top left corner. In the upper right corner is a student name. Tap on Daily Planner, Assignments, Attendance, Grades, or Schedule for that student.
18. To change students, tap on the student’s name in the upper right corner. A list of all your students appears. Tap on the school name (Es for Elementary School, Ms for Middle School, or Hs for High School) for a particular student. You now see the Daily Planner, Assignments, Attendance, Grades, and Schedule for that student. (NOTE: The HI (home Life) school has no data for the students.)

There is no logout button. Simply close the app. The next time to tap it to open it, your student’s data is ready to use. You don’t need to log in every time.

Installing The Infinite Campus App On An Android Phone Or Tablet

1. Go to the **Play Store** icon on the device and tap it to open it.
2. Tap on the Search magnifying glass.
3. Type *infinite campus*.
4. Tap on *Infinite Campus Mobile Portal* in search results.
5. Tap on **Install**, then on **Accept & Download**.

Using the Infinite Campus App on an Android Device

6. Tap on the **CampusPortal** icon on your mobile device.
7. Tap on **Open**.
8. Tap on **Settings**.
9. Under School District type the School District ID of **KKKYQB**.
10. Under Account Information tap on **User**. Type in your user name and password that was given to you in the letter you received from Milton Hershey School.
11. Tap on **Sign In**. The connection is established and the data for your student(s) will start to download.
12. Tap on **Infinite Campus** on the top left corner. In the upper right corner is a student name. Tap on Daily Planner, Assignments, Attendance, Grades, or Schedule for that student.
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