

The Thompson School District is pleased to provide the “Infinite Campus Portal” to parents and guardians of students currently enrolled in the district.

What is the Campus Portal?

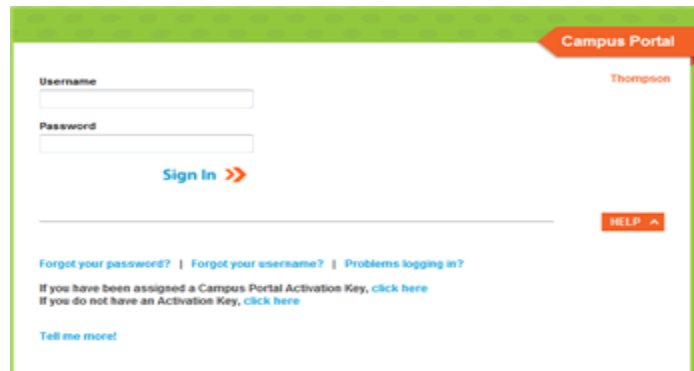
Campus Portal is a tool that provides real-time, secure online access to your student’s pertinent school information. This information may vary from level to level and school to school. The district and individual schools determine what information is available on the Portal, and reserve the right to change availability of information without notice.

How do I obtain a Portal Account?

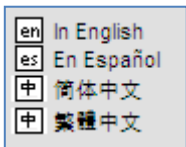
In order to create your personal portal account, you will need your unique Person GUID which serves as the Activation Key when you first go to the Portal. This key is available from your child’s school. Parents and guardians will need only one account to access information for all of your children.

After receiving your Activation key, you can set up your account by visiting the Thompson School District Campus Portal website:
<https://campus.thompsonschoools.org/campus/portal/thompson.jsp>

Click on the Help button on the Portal Log in page. Then click on the link that says “If you have been assigned a Campus Portal Activation Key, click here”. Follow the prompts to create your username and password.



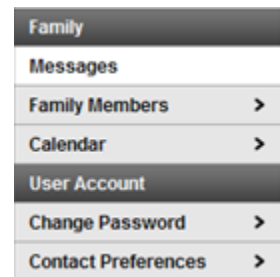
Campus Portal accounts are provided to middle school and high school students. Students will contact school personnel for their log in information.



For your convenience, the Portal links are displayed in your choice of four languages: English, Spanish, Simplified Chinese, and Traditional Chinese.

When signed in as a parent, the **Family** and **User Account** navigation panes appear on the left side of the screen. (See diagram to the right). When a student is selected in the **Select A Student** option, an information section specific to that student will

appear above the Family section in the navigation pane.



For assistance with your Campus Portal Account, contact the Thompson School District Infinite Campus Support Desk via phone (970-613-5102), or e-mail (portal@thompsonschoools.org)

Using Campus Portal:

Upon Login, the Messages Link is the default. Here you will see *District Notices*, *School Notices*, and *Inbox* with up-to-date communication. Listed below is a description of other links that may be available (depending upon grade level and school):

The Family Members and Household Information Links show information for the members of the household and the household phone number and address. Here you’ll have the option to request an update to information.

The Student’s Demographics Link shows the Non-Household Contacts (Emergency Contacts). You can request to update emergency contact information here.

The Calendar Link under Family will show attendance activity, and lists your middle and high school students’ assignments that are due on any given day. The Calendar Link under the Student’s name will show information specific to that student.

The Schedule Link lists the student’s classes, including detailed information regarding the student’s current assignments and scores (middle and high school only), teacher email address, and classroom newsletter (when available). **Detailed information regarding the student’s grade** in a class may be available by clicking on the course name.

The **email address for a teacher** can be acquired by hovering over the envelope icon (Internet Explorer) or by right clicking on the teacher name and choosing “Copy Email Address” (Firefox). Clicking the teacher’s name will generate an email in the user’s preferred email program. Teacher email address may also be more readily available on your school’s website.

The Attendance Link for each student lists attendance activity specific to that student. Course, Period, Day and Term summaries are available.

The Grades Link for each student lists current grades and assignments.

The Health Link displays your student's immunization record on file.

The Assessment Link presents TCAP scores.

The Fees Link details fees and fines incurred and payments made.

The Reports Link may include: your student's schedule, missing assignments, report cards and transcripts.

Additionally, you can update certain details of your Portal account and contact information:

Account Management > The Account Management tool allows the user to change a password. Security Preferences can also be set up so that the user can access the Password and Username retrieval links located on the Portal Log in page under Help.

Contact Preferences > The Contact Preferences Link allows the user to update the email address associated with this account. This link is also important for indicating your preferred contact language (English or Spanish).

Sign Out

The Sign Out Tool located at the top right hand corner on the Home Page should always be used when you are finished viewing information on Campus Portal. This is the only way to securely end your connection to the Portal.

Colo Growth Model: Report generated by CDE to provide an understanding of how individual students and groups of students progress from year to year toward state standards.

School website link: Your student's school website link (school name) may be available at the bottom of the Navigation Pane.

Internet Browser options and recommendations:

Internet Explorer v8.0 (or higher); in addition this should be set to "check for newer version of stored pages" on "every visit to the page". This can be set under the Tools Menu> Internet Options>General Tab>Browsing History.

Firefox v3.5 (or higher); in addition, this should be set to "Use custom settings for history" and "Clear history when Firefox closes". These can be modified under the Tools Menu>Options>Privacy>History.

PORTAL APP: From the Portal Website home page, click on the appropriate link for your mobile device for instructions on how to download the Infinite Campus Portal App. The instructions include the Thompson School District ID which you'll need to download the App. While logged in to the App (shown to the right), be sure to do a refresh to ensure you're getting proper data displayed on the App.

