

Infinite Campus Parent Portal Guide

Annual Updates for Current Students



Tool	Description
<p>Log In</p>	<p>Log into Campus Parent Portal using your user name and password.</p> <p>If you do not have a username and password, please contact the ServiceDesk at 920-448-2148 or servicedesk@gbaps.org to set up a Campus Parent Portal account.</p> <p>To gain access to the Parent Portal, you must provide the District with your student’s birth certificate information for each enrolled student.</p>
<p>Annual Update</p>	<p>Annual Updates must be completed by the guardian of the student’s primary household each school year to ensure that schools have accurate contact information for students and families.</p> <p>Follow the steps below.</p> <ol style="list-style-type: none"> 1. Select “More” on the left hand side of of the screen 2. Select “Update Contact Information” 3. Select “(Current School Year) Current Student Registration” <div data-bbox="381 1100 1021 1230" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>School Year (Current School Year) New Student Registration</p> <hr/> <p>School Year (Current School Year) Current Student Registration</p> </div> <ol style="list-style-type: none"> 4. Read all instructions and select “Start” 5. Carefully review and update any information throughout the module <p>Complete this process before your back to school event, even if no changes are needed.</p>

Want to know more about Campus Parent Portal? Go to <http://bit.ly/GBAPSpotal> for further details.