

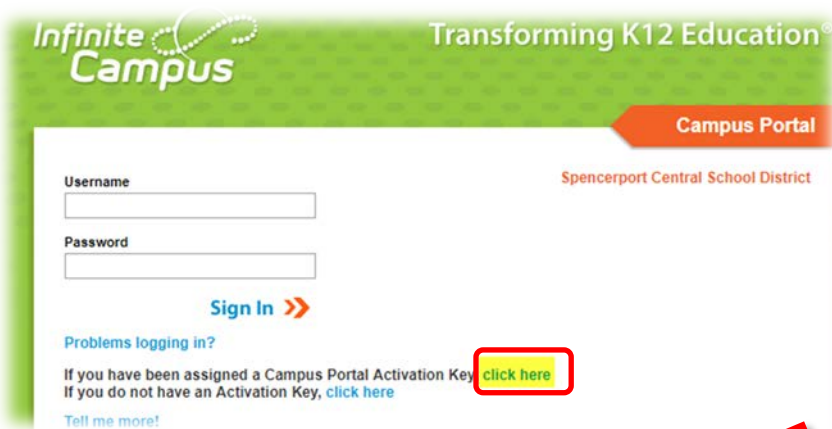


# Spencerport CSD Activating Your Infinite Campus Parent Portal Account

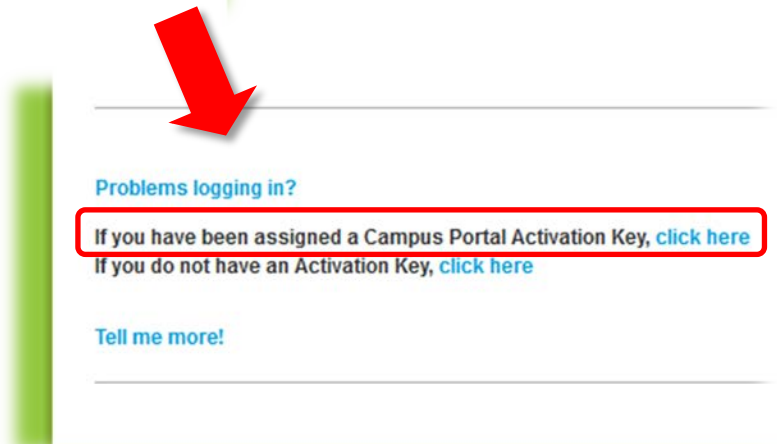


To activate your access to the Infinite Campus Parent Portal, you will need an Activation Key. This can be obtained from the Infinite Campus Coordinator for your student's building. Contact information for the Cosgrove Middle School and Spencerport High School IC Coordinator is found at the end of these directions.

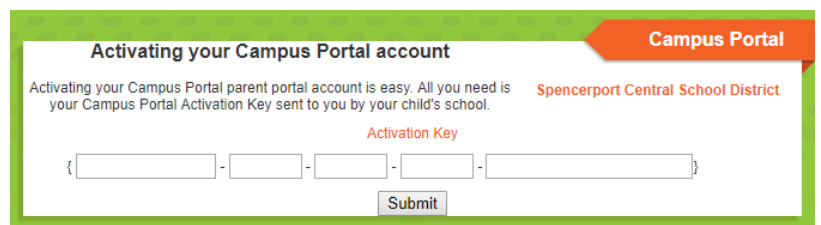
To Access the Infinite Campus Parent Portal, go to <http://www.spencerportschools.org/>  
Link to Infinite Campus Parent Portal is found under 'Quick Links' menu. Click on the 'Infinite Campus' link.



1. To create an account for the first time, click on the 'click here'. This will open another window where you can use the Campus Portal Activation Key provided to you.



2. Enter the 32 character Infinite Campus Parent Portal Activation Key. Click on the 'Submit' button when finished. Please note Activation Key is case sensitive.



**Campus Portal account creation successful!**

Welcome  you are now ready to create Portal account. You must enter a user name and password use to access Campus Portal in the future.

**User Name**

**Password**

**Verify Password**

3. Create a Username and Password. The username and password are case sensitive.

- Username must be unique and at least 6 characters long.
- Password must contain at least 8 characters and contain a lower case letter, an upper case letter and a number or symbol (% , \$ , etc.)

4. When you have successfully created an account, you will be prompted to logon once again.

For assistance in creating your Infinite Campus Parent account, please contact the Infinite Campus Coordinator of your student's school.

- Cosgrove Middle School Infinite Campus Coordinator, Linda Sauter, at 349-5324, between the hours of 7:30 AM and 3:00 PM.
- Spencerport High School Infinite Campus Coordinator, Lori McSorley, at 349-5247, between 7:30 AM and 3:00 PM

Additional information and help can also be found on the Spencerport District website.