Naperville CUSD 203 Campus Parent Portal Instructions for Parents

Login Screen

1. Access the portal site through your internet browser at
   https://infinitecampus.naperville203.org/campus/portal/naperville.jsp
2. Select Campus Parent

![Login Screen Image]

3. Enter your username and password. If you have forgotten your username or password, please use the Forgot Password? or Forgot Username? link to retrieve your credentials. Contact parent support at parentsupport@naperville203.org or 630-420-6825 if you need further assistance or an activation key for an account.
Campus Portal Home Page

After you log into Infinite Campus Portal, you will see menu items on the left and a message area in the middle.

Message Center

Select **Message Center** to access Announcements and Inbox Messages.
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Today

Select **Today** to see basic details about one of your student’s day. Use the Switch Student on the right to select a different student. **Please note:** Information varies based off the student’s grade level.

Calendar

Select **Calendar** to see the views for Assignments, Schedule, and Attendance (junior high and high school). By clicking on a different date, data on the right will display what is on the calendar. **Please note:** Information varies based off the student’s grade level.
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Assignments

Select Assignments to view them by Missing, Current Term, or Today. Please note: Information varies based off the student’s grade level.

Grades

Click on Grades to see an overview of grades for each course. You can select the term and click on each area that has a > sign for more detail. Please note: Information varies based off the student’s grade level.
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Grade Book Updates

Select **Grade Book Updates** to see the list of assignments that have been scored or otherwise updated in the last 14 days. **Please note:** Information varies based off the student’s grade level.

![Grade Book Updates](image)

Attendance

Select **Attendance** to see absences and tardies for the selected term. **Please note:** Information varies based off the student’s grade level.

![Attendance](image)
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Schedule

Select **Schedule** to view your student’s current schedule. Click on a course name to see more detail.

Reports

Select **Reports** to see various reports that your student’s school has provided to you. Report availability will vary by school. NOTE: All documents are in PDF format, so you will need Adobe Reader to view the reports. Please note: Information varies based off the student’s grade level.
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More

Select More to view more menu options in the Campus Parent Portal. Please note: Information varies based off the student’s grade level.

Address Information

Select Address Information to view your Household phone number and Primary Mailing address.
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To update your **Household Phone Number**, click **Update**. Add the number and click **Update** again.

**Behavior**

Select **Behavior** to view your student’s behavior events. **Please note:** Information varies based off the student’s grade level.
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Demographics

Click on Demographics to view and edit information about your student’s Non-Household (Emergency) Relationships. You can add, update, or remove emergency contact information. This information will be updated in Campus Parent once the changes have been reviewed and approved by the district office.

When changing Non-household contact information, it is meant for correcting spelling of names, emails, phone numbers. If you would like to change your non-household (emergency) contact to a new person, please add an entirely new contact record. If you would like to remove a contact, please click the Update button and indicate in the Comment field that you would like this contact removed or you can contact the Centralized Enrollment Department at (630) 548 4520 for assistance.

Please do not overwrite a person's name with a new name. Any changes where names are overwritten will be denied.
To update Non-Household Relationships, click Update to any of the relationships listed. Update details as necessary or remove the relationship, then click Update. To Add a Non-Household Relationship, click Add at the bottom of the page. Input the information and click Add. This information will be updated in Campus Parent once the changes have been reviewed and approved by the district office.
Family Information

Click on Family Information to view and edit information about your student’s family. You can update information on the student’s Contact Information or Relationship. Please keep in mind that data does not automatically update the system records. This information will be updated in Campus Parent once the changes have been reviewed and approved by the district office.

If someone in your household is no longer in your household or is new, please contact the Centralized Enrollment Department at (630)548-4320 to have this information updated. PLEASE DO NOT OVERWRITE a person's name with a new name. Any changes where names are overwritten WILL BE denied.

Please DO NOT make any changes to the student's primary email. If this email is changed, it may prevent them from logging into other systems in the district.
Select **Update** next to the **Contact** information, make changes, and click **Update**.

Select **Update** next to the **Relationships** information, make changes, and click **Update**.
Health

Select Health to view your student’s Immunization and the date of the most recent sports physical. This page will also indicate whether your student’s immunizations are in compliance with the Illinois Department of Health’s requirements. If you feel any of this information is incorrect, please contact your school’s health technician or nurse. Please Note: This information is based on what we currently have in our system. Please contact your child’s physician to obtain an official list of your child’s immunization history.
Important Dates

Select Important Dates to view holidays and other school calendar events.

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/15/2019</td>
<td>School Begins</td>
</tr>
<tr>
<td>09/02/2019</td>
<td>Holiday - Labor Day</td>
</tr>
<tr>
<td>10/10/2019</td>
<td>Institute Day - Full Day</td>
</tr>
<tr>
<td>10/10/2019</td>
<td>Parent-Teacher Conference</td>
</tr>
<tr>
<td>10/11/2019</td>
<td>Parent-Teacher Conference</td>
</tr>
<tr>
<td>11/27/2019</td>
<td>Holiday - Thanksgiving</td>
</tr>
<tr>
<td>11/27/2019</td>
<td>Holiday - Thanksgiving</td>
</tr>
<tr>
<td>11/28/2019</td>
<td>Holiday - Thanksgiving</td>
</tr>
<tr>
<td>11/28/2019</td>
<td>Holiday - Thanksgiving</td>
</tr>
<tr>
<td>11/29/2019</td>
<td>Holiday - Thanksgiving</td>
</tr>
<tr>
<td>11/29/2019</td>
<td>Holiday - Thanksgiving</td>
</tr>
<tr>
<td>12/23/2019</td>
<td>Winter Vacation</td>
</tr>
</tbody>
</table>

Lockers

Select Lockers to view your student’s current locker information. Please note: Information varies based off the student’s grade level.

<table>
<thead>
<tr>
<th>Locker 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combo</td>
</tr>
<tr>
<td>No data</td>
</tr>
<tr>
<td>Location</td>
</tr>
<tr>
<td>3rd Floor</td>
</tr>
</tbody>
</table>
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Transportation

Select Transportation to view your student’s pickup and drop off bus schedule. Contact the district Transportation office with any questions regarding your student’s bus schedule.

Annual Update/New Student Update

Select Annual Update to view your student’s information for the next school year. The Annual Update/New Student Enrollment will only be available during specific times. Please contact the district office for questions.
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Links to District and School Pages

Select Naperville Community Unit School District 203 link to take you to the District homepage. This page will open in a separate window. There are also links to all of your students’ school homepages and the Student Document System for report cards.
Notifications

Select **Notifications** icon to view a dropdown list of simple notifications the student has received, like graded assignments. You can set notifications under the User Settings.

User Settings

Click **User** Icon to view user options. Here you can update settings like Notification Settings, Language, Account Settings, and Contact Preferences.