Dear Parent or Guardian:

All parents in the Cleveland Heights – University Heights City School District are able to sign up for our student information system, INFINITE CAMPUS.

Infinite Campus is an extremely important tool for parents and guardians. It is the official grade book for the District, meaning that all grades are maintained in Infinite Campus rather than paper grade books for grades 3-12. K-2 parents can benefit by signing on as well, because the system also allows you to check your student's attendance, assignments, and academic progress. It is an excellent way to communicate with your student's teachers.

It is extremely important for your child's education that you register for the Parent Portal.

The activation process is quick and easy and, once completed, you'll be able to follow your child's progress throughout the year. You can get your activation code when you register your student or from the school office.

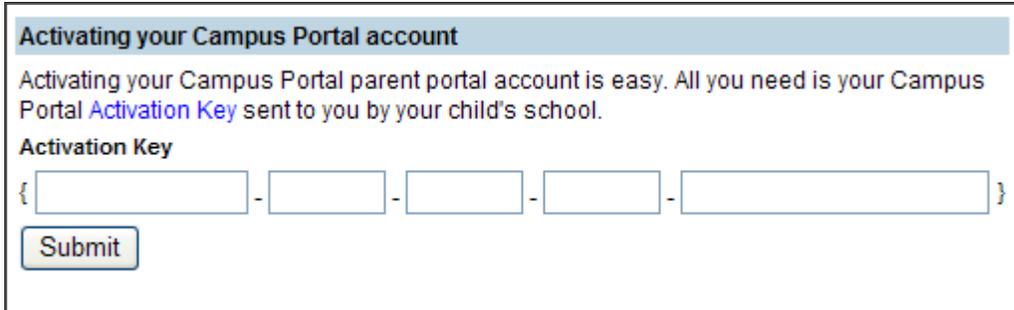**See the Infinite Campus Sign-Up Instructions below.**

If you don't have internet or computer access, you can visit either the Cleveland Heights Main Library (2345 Lee Rd.) or the University Heights Library (13866 Cedar Rd.) any time during their regular hours and use a computer there. Their friendly staff is expecting CH-UH families and is prepared to offer any assistance. You may also sign up at your student's building during school hours; just go to the office and ask for help.

It is also very important to enter your email address in Infinite Campus so that you will receive District and school e-communications. You will have the ability to edit your address at any time.
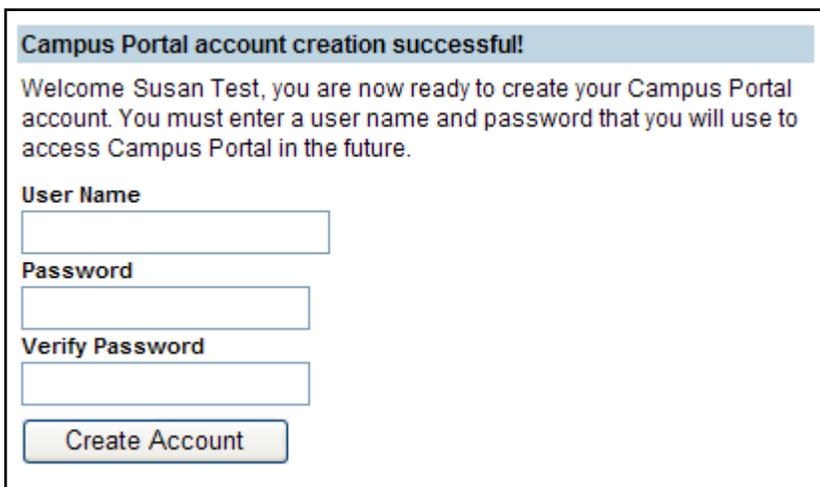
Thank you,

The Cleveland Heights – University Heights City School District

Visit the CH-UH Schools website, www.chuh.org, and click on Infinite Campus in the Popular Links menu.

Activating your Campus Portal account

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school.

Activation Key

{ [_____] - [_____] - [_____] - [_____] - [_____] }

[Submit]

Activation Screen

1. From the **Portal Login** page, select the first **Click Here** option under the *First Time using Campus Portal?* heading, which requires a **Portal Activation Key**.

2. Next the **Activation Screen** will display. This is where the user should enter their **Activation Key** (32-character GUID).

3. Click **Submit**. The activation key will be verified, and when approved, a screen will display where the user can create a username and password.

Campus Portal account creation successful!

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

User Name

[_____]

Password

[_____]

Verify Password

[_____]

[Create Account]

4. Enter a **Username**. It is best to use an alphanumeric (both letters and numbers) username.

5. Enter a **Password**. Again, it is best to use an alphanumeric password. Passwords should be at least 6 characters long. If system preferences have been set to require a **Strong Password**, it must meet three of the four qualifications:
   • A lower case letter (a, j, r, etc.)
   • An upper case letter (A, J, R, etc.)
   • A number (3, 7, 1, etc.)
   • A symbol (@, %, &, etc.)

6. Enter the password a second time in the **Verify Password** field.

7. Click the **Create Account** button. This action will create the username and password. The username and password will be verified, and upon approval, the portal account will be created. Use the *Click Here* link on the account creation page to enter the user name and password to access the portal information. Once the Activation Key has been used to create an account, it cannot be used again.