

The ISD 728 Elk River Area School District is pleased to provide the “Infinite Campus Portal” to parents and students currently enrolled in our district. Campus Portal is our tool for parents and students to access instant, online, timely and secure student information such as class schedule, assignments, attendance, and report cards. Portal also allows you to select options for receiving email communications from your school and school district. Access the portal online at

[www.elkriver.k12.mn.us/portal](http://www.elkriver.k12.mn.us/portal)

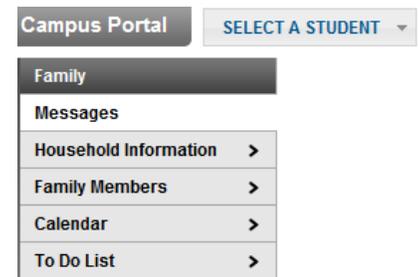
On your first visit, set up your account by following *Activate my account* link. You will be prompted to enter your unique Activation Key provided through postal mail or by contacting your school office. After successfully entering your Activation Key, you will establish your account User Name and Password. Both must be a minimum of six characters.

On return visits, enter your User Name and Password to Sign In. Please do not share these with anyone, including your students. Separate Campus Portal accounts are provided to middle school and high school students, available through their school media center personnel.

For assistance with your Campus Portal account, please use the *Campus Portal Support Request* Link at the login page or at the school district website. You may also email us at [parentportal@elkriver.k12.mn.us](mailto:parentportal@elkriver.k12.mn.us) or leave a voice message at 763-241-3548. Forgotten user names or passwords can sometimes be retrieved by using the *Problems logging in* link at the login page.

**Using Campus Portal:**

When signing in as a parent, the **Family** and **User Account** navigation panel appear on the left side of the screen. (See example on right). If you have multiple students, use the **Select A Student** drop down to choose which student’s information to display. Student information appears above the Family section in the navigation area.



**Messages** > After Sign In, the *Messages* tab opens to display *District Notices*, *School Notices*, and *Inbox* with school communications.

Many other tabs are available depending upon school, grade level and time of year:

**Household Information** > The *Household Information* and *Family Members* tabs show the household’s phone number, address and members; click on each name to see their information. Be sure to review this information and use the *update* feature  when available or *contact your child’s school immediately* with any additions or corrections. The accuracy of this information is the joint responsibility of the school, parents/guardians, and the student. Please help us keep this information up to date!

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

**Fees** > The *Fees* tab under Family allows paying select outstanding school fees online instead of sending cash or check to schools. Items available for this payment option will be assigned by school office staff. The *Fee* tab under the Student’s name will show only fees specific to that student.

**To Do List** > The *To Do List* tab lists your student’s upcoming and recent assignments. Assignments highlighted with red are either not yet turned in or not yet graded by the teacher.

**Schedule** > The *Schedule* tab lists the student’s classes, including detailed information regarding the student’s current assignments and scores, 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 wherever you see a grade book icon .
- The **email address for a teacher** can be acquired by hovering or right clicking over the teacher’s name next to the envelope icons . Clicking the teacher’s name will generate an email in the user’s preferred email program, or may be copied and pasted into the user’s webmail site. Teacher email address may also be more readily available on your school’s website.

- Attendance > The *Attendance* tab for each student lists attendance activity specific to that student. Course, Period, Day and Term summaries are available.
- Grades > The *Grades* tab displays recently graded assignments and in-progress grades by course. Clicking a course name will show assignment details and scores, as well as teacher newsletters (when available), email address.
- Health > The *Health* tab displays your student's immunization record on file.
- Assessment > The *Assessment* tab presents state and district assessment scores.
- Transportation > The *Transportation* tab displays your students' bus routes on file with Vision Transportation, and parking permit information for high school students.
- Reports > The *Reports* tab may include: your student's schedule, missing assignments, official report cards and unofficial transcripts. Report cards are made available within one week of the close of each quarter or semester.
- Demographics > The *Demographics* tab displays your student's name, gender, date of birth and non-household contacts. Changes can be requested through the *update* feature Update when available or by *contacting your child's school* with any additions or corrections.
- EmergencyContact > The *Emergency Contact* tab displays your student's emergency contacts on-file. Changes can be requested by *contacting your child's school* with any additions or corrections.
- Permissions > The *Permissions* tab displays your students' permissions on file for elementary, middle and high school, as taken from the District 728 Parent Permission Sign Off Form completed at time of enrollment in a new school.

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

- Account Management > The *Account Management* tab allows you to change the password associated with your account.
- Contact Preferences > The *Contact Preferences* tab allows you to update the email address associated with the account, and setting your preferences to receive various types of email communication from the school.

Email Address:

For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message.

	High Priority	Attendance	Behavior	General	Teacher
Email (address@email.net)	<input checked="" type="checkbox"/>				

Save

- Access Log > The *Access Log* tab provides a listing of your login history in the Campus Portal.

Sign Out

The *Sign Out* button 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.