Athena Middle School
Infinite Campus Parent Portal

Grades, Attendance & Student Information
Available on our School Website

What is it? It is a login website "portal" where you, the parent, can access your child's grade, class attendance, and behavior records. It is a way to increase communication between you and teachers and to raise student responsibility. The IC Parent Portal is meant for parents and guardians, students have their own account.

What do you need to do to start using the IC Parent Portal?
If you have never used the Parent Portal before, you must:

- **Complete the "IC Parent / Guardian Identification Form"** and hand in at school as we are required to make a copy of your driver's' license on the form itself.
- **Once this form is on file, you will be emailed your own unique activation key. Follow the directions below** to activate your IC Parent Portal account. Use a computer, NOT A SMARTPHONE, to activate you account.
- **If you plan on using your smartphone once your account is activated, look for the district code within the portal on your computer screen.** For security reasons, we cannot share this code with you on this handout, or over the phone.
- If you have used the Parent Portal last year (including for a High School Student), you do not need to redo the application process, or get an activation key. Your account will be active for as long as you have children enrolled at Athena. When you login, you should see all your High School & Middle School children who attend Greece.

How to activate your IC Parent account (use a computer, NOT a smartphone):

1. **Follow the link provided in the email you will receive after your IC Parent Identification form is on file**. The link will take
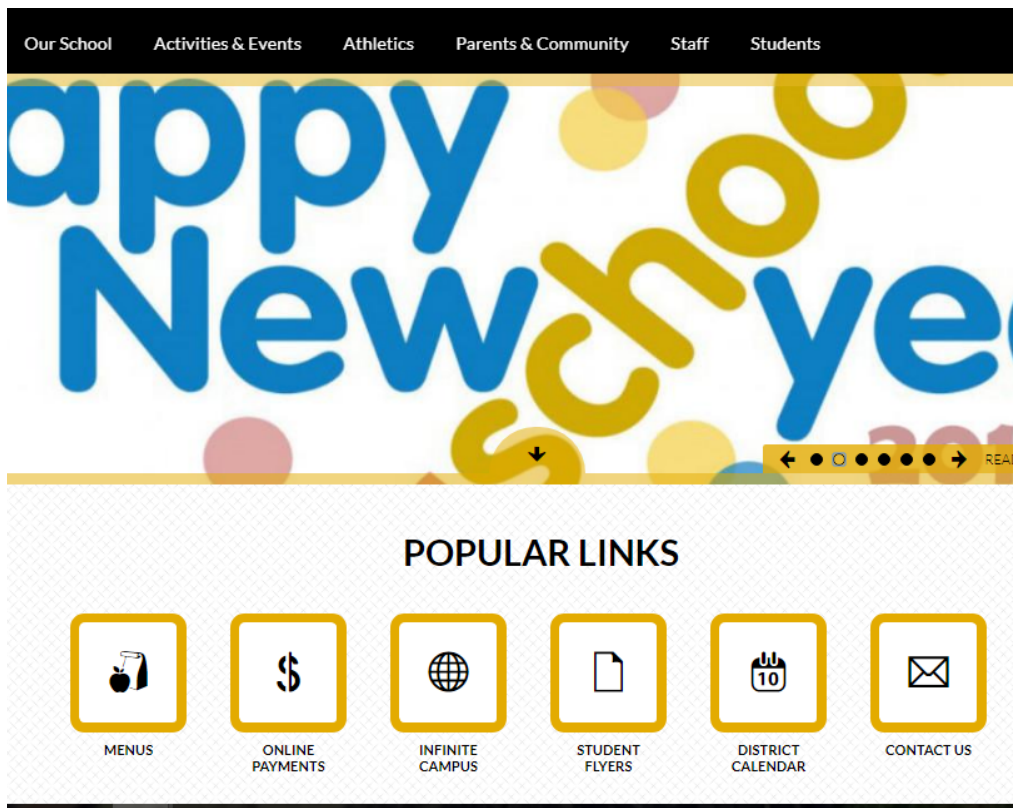
   you to the activation login shown here.

directions continued on back…

2. Enter your activation key provided in the email sent to you.

3. Once logged in, you will be prompted to create a username and a password. Follow the directions displayed on your computer. The box on the side will turn green (100%) when your password meets the requirements.

4. Be sure to make a note of your USERNAME & PASSWORD you created, before you forget. We recommend you write it down somewhere. There is no online way for you to reset your username and / or password. Username and / or password resets will only be done during school hours. **If you forget your login info you can call the Athena Middle IC help line at 966-8818 and leave a voicemail. We will do our best to return your call within two school days.**

5. If you plan on using your smartphone to access Infinite Campus, download the Infinite Campus app, available for iphone or android users. Be sure to use a desktop computer FIRST before trying to use your smartphone. AND look for the district code within the portal on your computer screen, which is needed for smartphone use. For security reasons, we cannot share this code with you on this handout, or over the phone.

==6. Athena Middle's Infinite Campus portal is linked on our school homepage, under popular links.==

- updated Sept. 2017