Creating and Managing Your CampusID

September 2019

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Creating and Managing Your CampusID

Creating a CampusID | Modifying User Settings

The Campus Community provides Campus Users access from Infinite Campus to role-based hands-on virtual labs, knowledge base, moderated forum, video library, customer event calendar and news stories via a single sign-on. Additionally, Support Contacts for the district will have access to support ticket management and Technical Contacts will be able to request updates and/or sandbox refreshes.

School district staff who have access to their Infinite Campus application can create an account for the Campus Community. This account is called the CampusID.

To find the Campus Community, click the **App Switcher**, a 9 square box icon at the top right hand side of the toolbar next to Log Off.

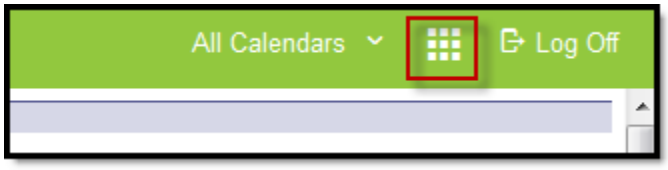

Image 1: App Switcher

Then click the **Campus Community** link.

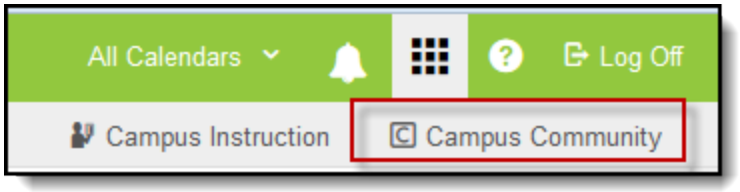

Image 2: Campus Community Link

Creating a CampusID

CampusID

Click the **Campus Community** link to start creating your CampusID.

- The first time a Campus User clicks this link, it will begin the process of creating a CampusID.
- If a user has already created one during a training session, please use **Sign In** on the right to link up the Infinite Campus account with the previously created CampusID. Use the **Forgot Password** section if you are uncertain of your CampusID information.
- If a user has not created an account, then click **Continue** on the left side.

> Once a CampusID has been linked to the Infinite Campus user account, the user will automatically sign in when clicking Community links in Infinite Campus in the future.

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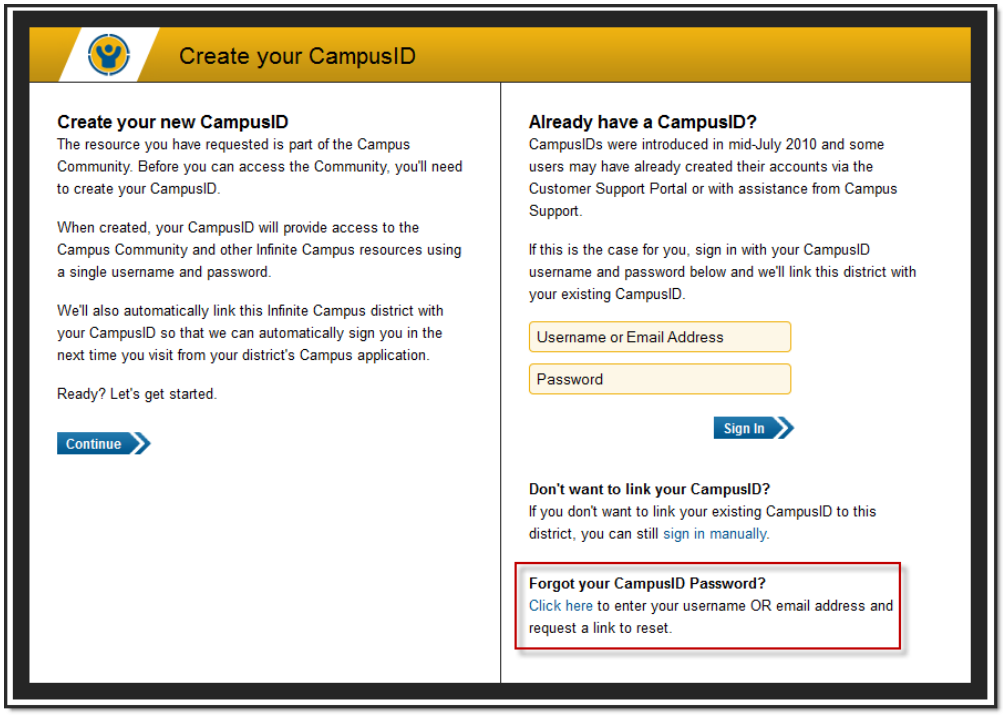

Image 3: Campus Help - Access to Community

Terms of Use

1. Read through the **Terms of Use** by using the scroll bar on the right or by clicking the blue link to view the Terms of Use in a separate window.
2. Mark the **I have read and agree to the Terms of Use** checkbox to continue the process.
3. Click the button to **Continue**.

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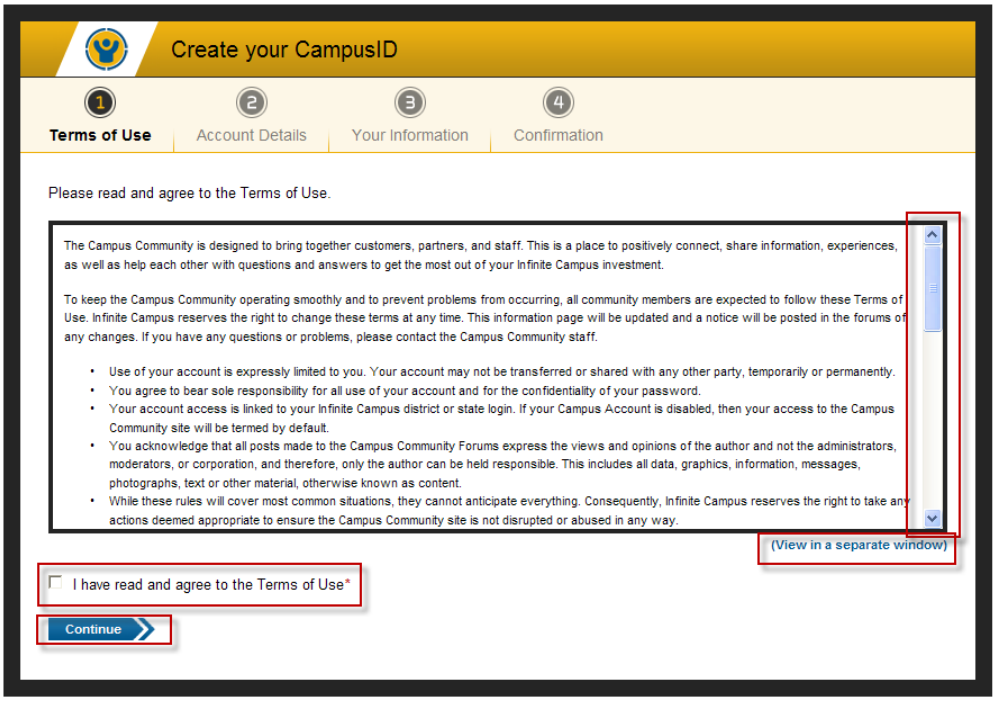

Image 4: Terms of Use

Username/Password Entry

1. Create a **Username**. This will be visible to other users, primarily as you post on the forums. Usernames must be unique and cannot be changed once created. Usernames may only contain letters, numbers and underscores.
2. Create a **Password**. Passwords must be at least 6 characters long and should include two or more of the following: upper case letters, lower case letters, numbers, symbols.
3. **Confirm Password** is correct.
4. Confirm your **Registration Information**. Please change anything that is not accurate.

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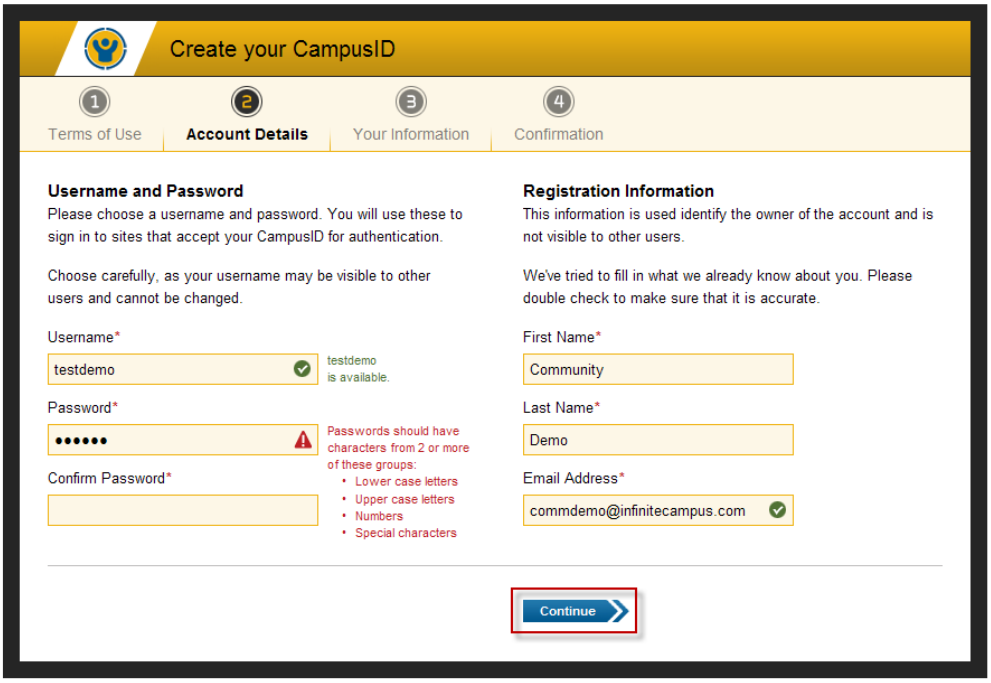

Image 5: Username and Password Entry

Profile Information

1. Enter your primary district **Role** or **Title**.
2. Select your School **District** or **Organization**. If there is more than one, select the one that most accurately meets your affiliation.
3. Select your **City** and **State**.
4. Select your **Time Zone**. This will impact the time stamps visible in the forums.

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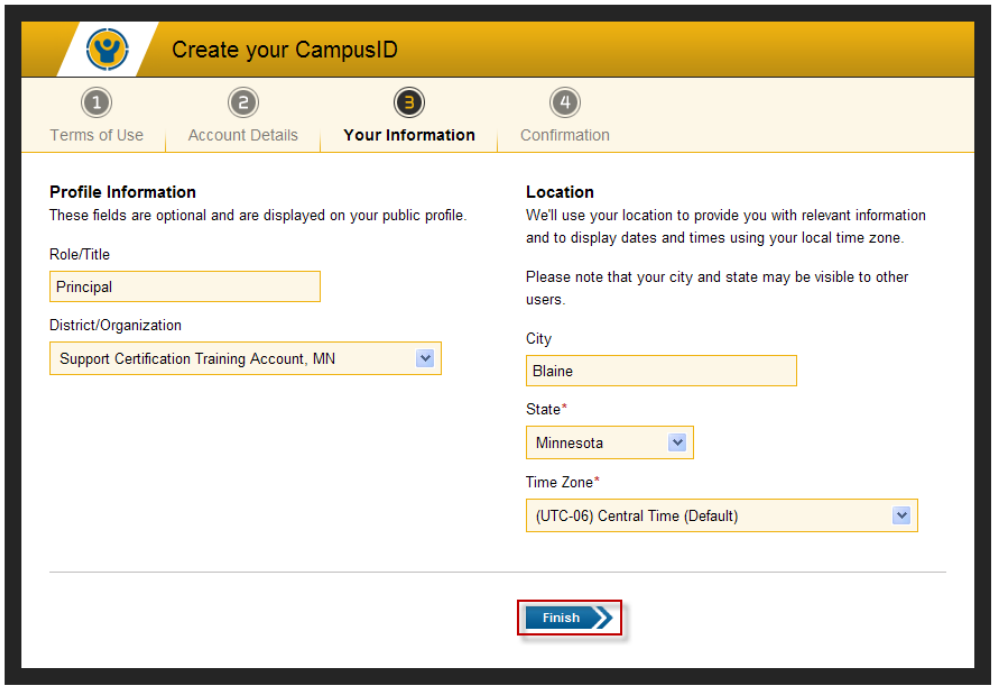

Image 6: Profile Entry

Ready, Set, Go

1. Click **Finish** when you are done.
2. Congratulations, you have completed setting up your account!

Now that a CampusID has been associated with your district login, users will be able to log in directly by going to http://community.infinitecampus.com or by clicking any of the Campus Community links in Infinite Campus. If the district is going through the implementation process, and has not yet reached Go-Live with the real production site, users must use the URL link. Demo, conversion and other non-production sites links are not linked to the Campus Community and cannot be used to create accounts.

If you have the Community URL bookmarked, you may be periodically asked to re-verify your account by logging in through your district's or state's Infinite Campus application.

Modifying User Settings

While your account is linked to your district's site, CampusID data is managed outside of your district site so information like your password is not linked should you change your password for your Campus login. Once created, your CampusID username cannot be changed.

To change other information, click your name at the top of the header bar next to the **Log Off** button.

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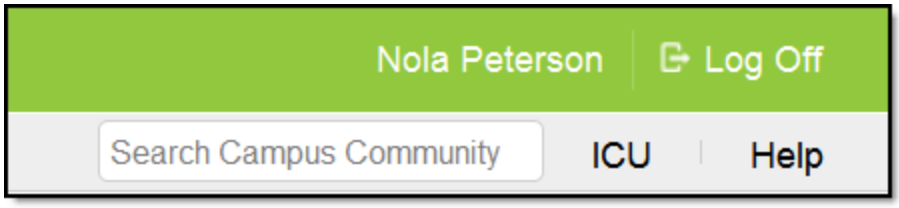

Image 7: Accessing CampusID Account Details

Account Details

Account Details are used to identify you as the owner of your account.

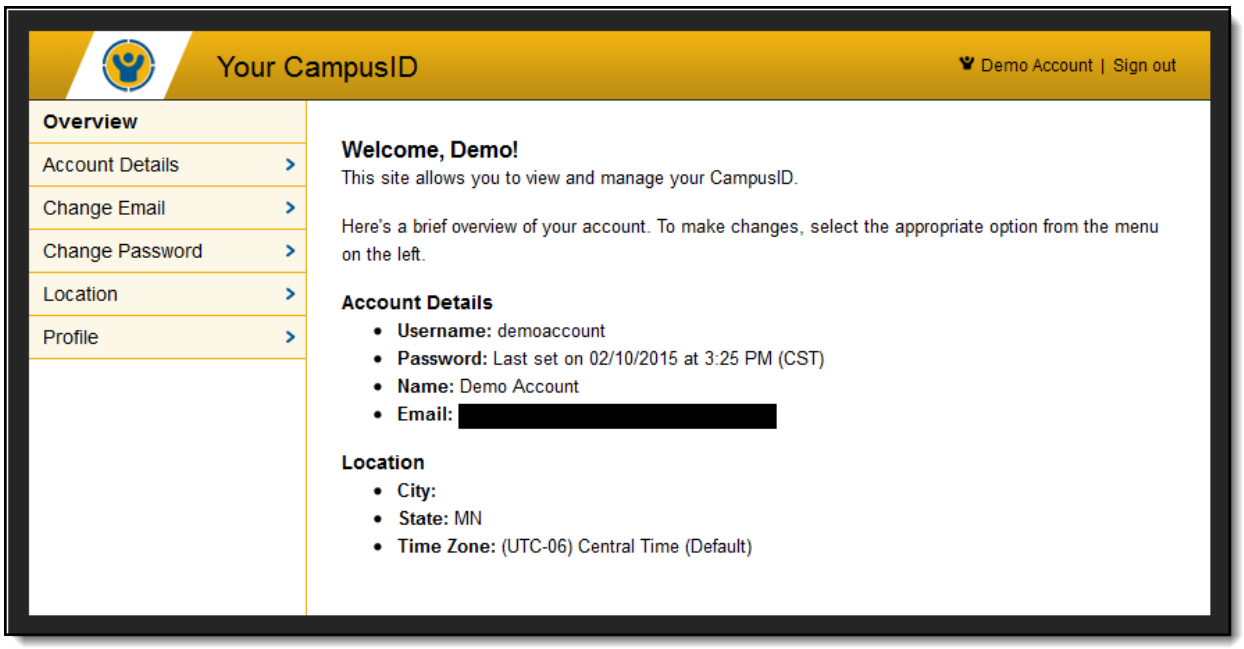

Image 8: Account Details

Changing your First or Last Name

1. Select **Account Details** from the left menu.
2. Type your **First Name.**
3. Type your L**ast Name**.
4. Click **Update Details**.

Changing the CampusID Password

At any point within the Campus Community, you can access your CampusID account by clicking on your username in the upper right corner. A pop up window will appear displaying Your CampusID.

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1. On the CampusID page, select **Change Password**.
2. Confirm your **Current Password** for security purposes.
3. Create a **New Password**.
4. Retype your password to **Confirm New Password.**
5. Click the blue **Change New Password** button at the bottom to save the change.

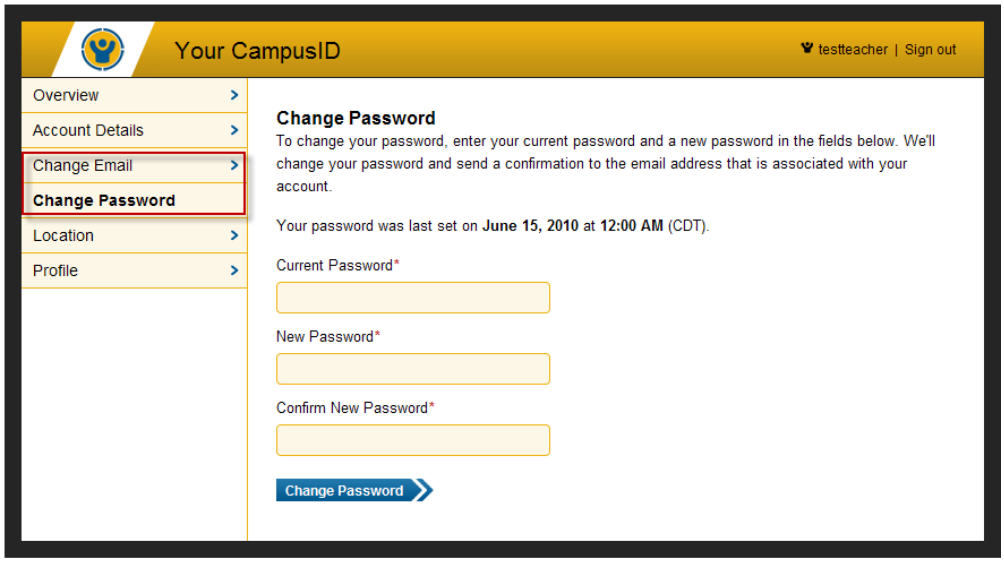

Image 9: Changing Passwords

Changing Your CampusID Email

Your CampusID email address is used to receive notifications on support cases for Support Contacts or to receive request emails from the Campus Forums.

1. Select **Change Email** on the menu.
2. Confirm your **Current Password** for security purposes.
3. Enter the new **Email Address**.
4. Click the blue **Change Email** button at the bottom of the page to submit this change.

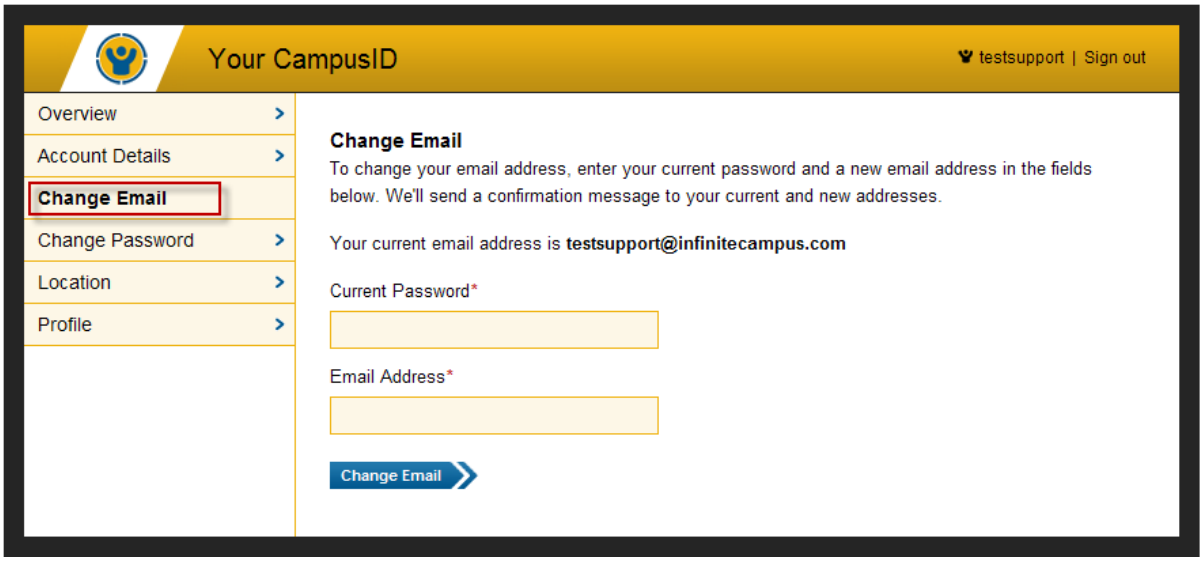

Image 10: Changing Email Address

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