
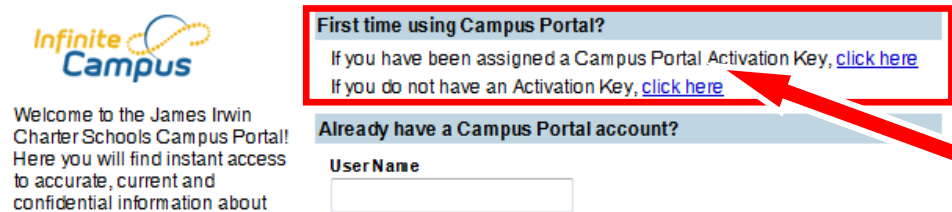


Campus Portal Quick Reference



GUID	Guardian
<p>Home page: www.jamesirwin.org → </p> <p>OR</p> <p>Portal Web Address: www.jamesirwin.org/portal</p>	<p>Step 1</p> <p>To access the Campus Portal login screen, click on the Campus Portal link from the schools website or use the web address for the portal.</p>
 <p>First time using Campus Portal? If you have been assigned a Campus Portal Activation Key, click here If you do not have an Activation Key, click here</p> <p>Already have a Campus Portal account? User Name <input type="text"/></p>	<p>Step 2</p> <p>First time using Campus Portal? If you have been assigned a Campus Portal Activation Key (GUID), click here.</p>
<p>Activating your Campus Portal account</p> <p>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.</p> <p>Activation Key</p> <p>{ <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> }</p> <p><input type="button" value="Submit"/></p>	<p>Step 3</p> <p>Enter your Activation Key (GUID) from the top of this page and click Submit.</p>
<p>Campus Portal account creation successful!</p> <p>Welcome Anthony Abad, 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.</p> <p>User Name <input type="text"/></p> <p>Password <input type="text"/></p> <p>Verify Password <input type="text"/></p> <p><input type="button" value="Create Account"/></p>	<p>Step 4</p> <p>Once your activation key has been accepted, create a User Name and Password for your account. Click Create Account.</p>
<p>Campus Portal account creation</p> <p>Congratulations! You have successfully created your Camp account. Click here to enter Campus Portal login page.</p>	<p>Step 5</p> <p>The following "Congratulations" screen will appear. Use the Click here link to continue.</p>
<p>Already have a Campus Portal account?</p> <p>User Name <input type="text"/></p> <p>Password <input type="text"/></p> <p><input type="button" value="Log In"/> Problems logging in?</p>	<p>Step 6</p> <p>When the login screen reappears, login using the newly created User Name and Password.</p>

Step 7

After logging in, you will have access to various modules of student information for each student which you are a guardian (varies per school).

- = Click on Class Name for Current Assignments and Scores
- = Click on Teacher Name for Email

Gradebook

After clicking on Schedule, you can click on the class name to see the grade book.

Other Options

Change Account Info – use this feature to change your password
Change Contact Info – use this feature to adjust how the district communicates with you.

- Change Account Info
- Change Contact Info
- Log Off

Change Contact Info

You have the ability to change how the District communicates with you.

John Doe Contact Preferences

Email Address: (1)

Instructions: For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message. You may select to receive a message on more than one device. To change or add a phone number you will need to contact your schools' administrator. (2)

	High Priority	Attendance	Behavior	General	Teacher
HouseholdPhone (719)555-1234	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cell Phone (719)555-4321	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Email (john.doe@gmail.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

↑ Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language: (4)

To change your phone number(s), please contact the schools office.

1. Change your email address.
2. Change which phone number or email the **Attendance, Behavior, General** Phone Dialers will use.
3. Change which phone number/email the **teacher** should use.
4. Preferred Language – JICS does not use this feature at this time, but hope to in the future.

SAVE your changes!