CAMPUS PORTAL INFORMATION

2022-2023 School Year

Dear Three Village Parent,

The *Three Village Central School District* is pleased to provide you with access to the *Infinite Campus Portal*. This is a web-based student management program that permits parents and students to view their student's school calendar, schedule, attendance, NYS assessment and Regent's scores, assignments, projects, tests and Report Cards for Grades K through 12. In Grades 7 through 12, assignments and ongoing grades are displayed in the portal. Parents and students are encouraged to check regularly for progress in each course via the interactive schedule. Beginning in the 2022-2023 school year, we will **not** be printing and mailing home report cards. Elementary parents will receive a paper copy of their child's 1st Trimester report card at the parent/teacher conference.

Each parent or guardian is provided with their own private access. You will have one account to view *all* of your children in the *Three Village School District*. Each student also has an account to view his/her *individual* student information. In the interest of security, we ask that you keep your access information private and **not** share it with your children.

If you have *never* logged into Infinite Campus, you will need a personal activation key (GUID number) that is used to create a unique account. Please contact your child's school and they will be able to send you a secure email with your activation key and instructions for creating a parent portal account.

You will log onto our webpage at **www.threevillagecsd.org** and click on the **Campus Portal** link. Then:

On the next screen, Click "Campus Parent", then Click "New User?"
Next, enter your Activation Key (your GUID number that was given to you).
Please be sure to use capital letters and the "0" is a number and not a letter. When finished, hit "SUBMIT".
You will then be asked to set up your account by creating your own username and password. Once this is completed you will be able to log on and view your child(ren)'s school information. When you initially log in, you will be prompted to enter your email address along with confirming your password. Please check your contact information in both "Household Information" and "Family Members". If information is incorrect, you have the ability to update your cell phone, work phone and email address.

If you already have an active account, your child's information will automatically appear at the beginning of the school year.

Below is a link for the **Campus Portal** located on the district website or type this address into your internet browser.
https://icampus.3villagecsd.k12.ny.us/campus/portal/threevillage.jsp

Questions regarding the creation of the account or issues logging onto the account may be forwarded via e-mail to **parentportal@3villagecsd.org**.

We know that this will be an important tool for you to gain information about your child's progress in school and welcome this additional means of communication with parents. Thank you for your support.

Sincerely,

Dr. Brian Biscari
Assistant Superintendent for Educational Services