



## CAMPUS PORTAL INFORMATION

2015-2016 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 with Internet access to view the student's school calendar, schedule, attendance, NYS assessment and Regent's scores, major units of study, major assignments, projects, tests and important event dates and Report Cards for Grades K through 12. In Grades 7 through 12, ongoing grades are displayed in the portal. Parents and students are encouraged to check regularly for progress in each course via the interactive schedule. If you do not have access to the electronic form of Report Cards, please contact your building principal, in writing, to request a mailing of the 1<sup>st</sup> and 3<sup>rd</sup> quarter Report Cards (2<sup>nd</sup> and 4<sup>th</sup> quarter Report Cards are mailed home) for your son or daughter.

*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 your personal activation code that is used to create a unique account. This can be obtained at your child's school (please be prepared to show photo ID). You will log onto our webpage at [www.threevillagecsd.org](http://www.threevillagecsd.org) and click on the **Parent Portal** link. (You can then save this site to your favorites.) Then click on HELP ^

First time using Campus Portal?

If you have been assigned a Campus Portal Activation Key, [click here](#)

Then enter your GUID number 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 a username and password. Once this is completed you will be able to log on and view your child(ren)'s school information. Once logged in, ***we ask that you immediately enter your email address in "Contact Preferences"*** located at the bottom of the left-hand panel of the portal page. Hit "SAVE". Then check the teacher box and hit "SAVE" again.

**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>

**Please check your contact information for accuracy and set up the security feature in "Account Management".**

Questions may be forwarded via e-mail to [parentportal@3villagecsd.org](mailto:parentportal@3villagecsd.org). If the questions involve accuracy of the attendance, we ask that you delay your questions for 48 hours to allow personnel to bring these records up to date.

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.

***YOUR ACTIVATION CODE (GUID #) WILL BE GIVEN TO YOU WHEN YOU REGISTER AT THE SCHOOL.***

Sincerely,

KEVIN SCANLON

Assistant Superintendent for Educational Services