



CAMPUS PORTAL INFORMATION

SPRING 2017

Dear Three Village Kindergarten 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 Report Cards for Grades K through 12. The 2nd trimester Report Card will be viewable in the portal only. If you desire a paper copy, please contact your building principal in writing.

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*. In the interest of security, we ask that you keep your access information private and *not* share it with your children or others.

If you have never logged into Infinite Campus, you will need your **personal activation code** (GUID key #) that is used to create a unique account. This can be obtained at your child's school or in person at North Country Administration Center (Room 110). Please be prepared to show photo ID. You will log onto our webpage at www.threevillagecsd.org and click on the **Parent Portal** link. (You can then save this site to your favorites.) Next, click on HELP; then "**First time using Campus Portal? If you have been assigned a Campus Portal Activation Key, click here.**" Next, enter the GUID key number given to you. Please be sure to use capital letters; 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 cellphone, work phone and email address. **If you already have an active account**, your child's information will automatically appear at the start of the school year when the placement information is viewable. **(The new school year information is generally available in late July.)**

Below is a direct 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 may be forwarded via e-mail to 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.

Sincerely,

KEVIN SCANLON
Assistant Superintendent for Educational Services