

CAMPUS PORTAL INFORMATION

Start of School Year 2020-2021

Dear Three Village 7th Grade Parent,

The *Three Village Central School District* provides parents and students with access to the *Infinite Campus Portal*. This is a web-based student management program that permits users with Internet access to view the student's class assignments, projects and test dates, grades, schedule, attendance, NYS assessments and Regent's scores, school calendar and important event dates.

The interactive schedule will show the actual student grades received on an ongoing basis. **Your child's Report Cards for Quarters 1, 2 and 3 are provided through the PORTAL ONLY.** The district notifies parents via School Messenger and the district website important benchmark dates in the 10-week marking period as well as, when Report Cards are available for viewing and printing in the Parent Portal in the "Reports" module. **If you desire a paper copy of each Report Card mailed home to you, please make a request to your assistant principal.**

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. 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 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; 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. 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 start of the school year when the placement information is viewable.

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>

Please check your contact information for accuracy.

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.

Thank you for your support.

Sincerely,

KEVIN SCANLON

Assistant Superintendent for Educational Services