



## PORTAL LOGON - PARENT

If you have not acquired a Portal Activation Key and created a Portal account, skip this section and move to page 2 of this user guide – Create an Infinite Campus Account.

### Log On or Request Assistance

1. **UserName:** enter the alphanumeric user name that was selected when you created your Portal account.
2. **Password:** enter the password (minimum 8 characters) that was created at the same time as the User Name.
3. Click the **Sign In** button.
4. To **request assistance**, a password reset, acquire a forgotten user name or reset a disabled account, send an email message to: [portalhelp@rsdmo.org](mailto:portalhelp@rsdmo.org)

Rockwood R-VI

Parent Username

Password

Log In

[Forgot Password?](#) [Forgot Username?](#) [Help](#)

[Log In to Campus Student](#)

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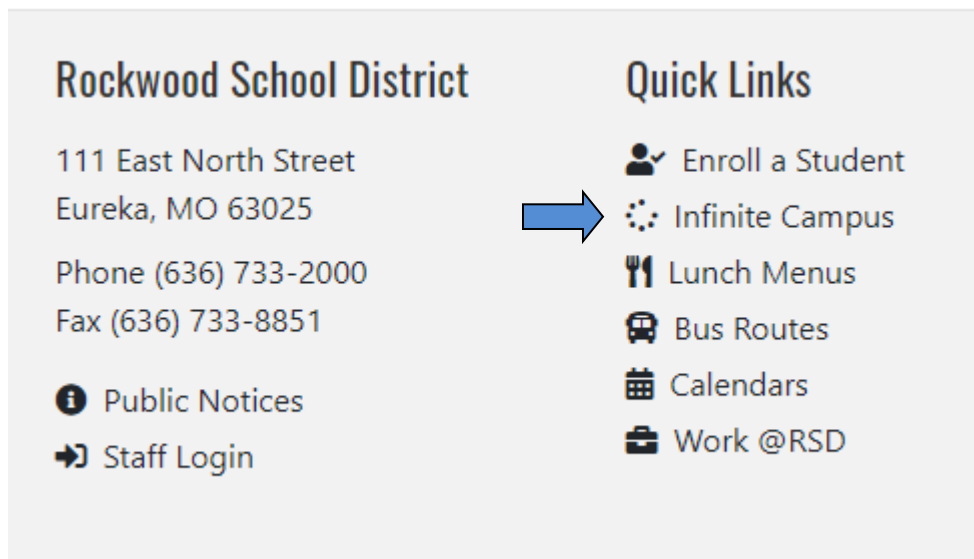
OR

[New User?](#)

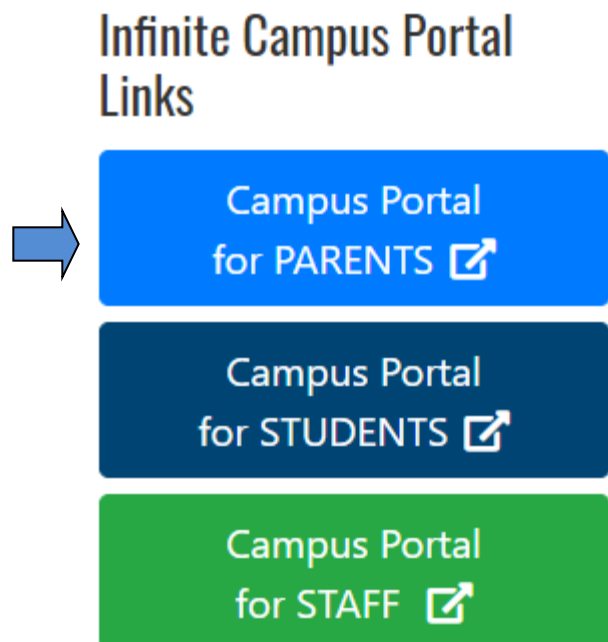
## Create an Infinite Campus Portal Account

The first step in the process is to complete a **Parent Access Request Form** and submit the form, along with a photo ID, to your student's school office. Upon confirmation of the information you will be provided with an **Infinite Campus Portal Activation Key**, enabling you to take the following steps to create a Portal account from a desktop or a laptop (will not work on a tablet or smartphone).

1. Go to the **Rockwood website** [www.rsdmo.org](http://www.rsdmo.org); click the Infinite Campus icon in the Quick Links at the bottom of the page.



2. Click the **Campus Portal for Parents** link under Infinite Campus Portal Links.



3. Select **New User?** link.

**Rockwood R-VI**

Parent Username

Password


**Log In**

[Forgot Password?](#) [Forgot Username?](#) [Help](#)

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OR

 [New User?](#)

4. Enter the **Portal Activation Key**. (NOTE: You cannot copy and paste the activation key. You have to type it in.) Click the **Submit** button.

**New User?**

Activate your Campus Parent account by entering the activation key sent to you by your district.

If you do not have an activation key, please contact your district to obtain one.

**Activation Key \***

**Submit**

[Back to Login](#)

5. Enter an alphanumeric **User Name**. *(one that contains both letters and numbers)*
6. Enter an alphanumeric **Password** that is at least 8 characters long.
7. Re-enter the password in the **Verify Password** field.
8. Click the **Create Account** button.

Infinite Campus Transforming K12 Education®

Campus Portal District 0513

**Campus Portal account creation successful!**

Welcome **Camilla New Parent**, 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.

Username

Password  100%

Verify Password

In English | En Español | 中文简体 | 中文繁體

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9. Successful creation of a user name and password will generate a confirmation message. Select the “**click here**” link to go to the Campus Portal login page.

Infinite Campus Transforming K12 Education

Campus Portal District 0513

**Campus Portal account creation**

Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page.

In English | En Español | 中文简体 | 中文繁體

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10. Enter the newly created **User Name** and **Password**.
11. Click the **Sign In** button.

Rockwood R-VI

Parent Username

Password

Log In

[Forgot Password?](#) [Forgot Username?](#) [Help](#)

[Log In to Campus Student](#)

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[New User?](#)

After signing into your Portal Account for the first time, you will be prompted to set up a recovery email account.

### Account Settings – Set Recovery Email – New Users

All users logging into Campus for the first time are prompted to enter a recovery email.

**Account Settings**

**Set Recovery Email**  
Please enter the email address that can be used to help you login if you forget your username or password.  
An email will be sent to verify your new recovery email.

Recovery Email

**Save Changes**  
Please enter your current password to authorize this change.

\*Current Password