

Using the Smithfield Parent Portal to Review and Update Student Information

The school district is asking all families to update and confirm the information that we have in our information system for your student(s). This is a process that the district undertakes annually and we're using an online process this year that makes things quicker and easier.

Families will use the Smithfield Infinite Campus Parent Portal to complete the student information review and update process. Please set aside about 15 minutes to complete the online forms. Also, please do NOT use a mobile device to try and complete the online forms. A laptop, desktop computer, or a tablet with a large screen are the best tools to use.

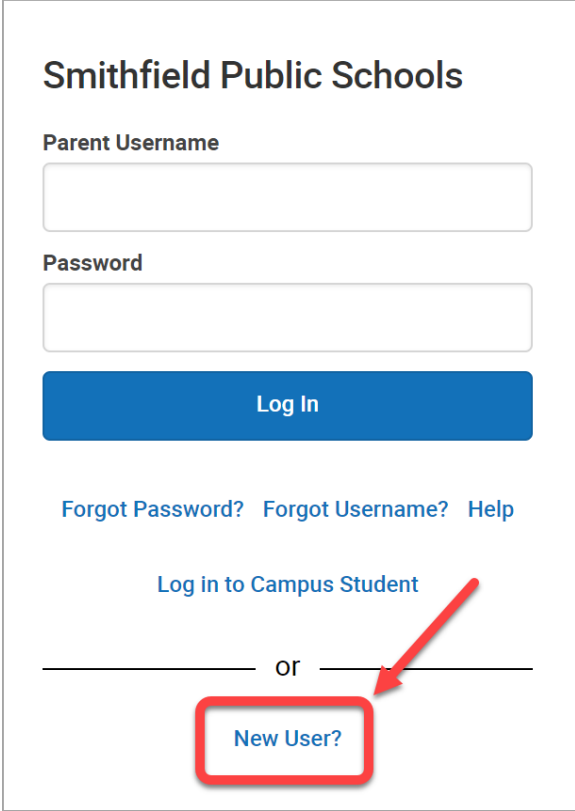
Families that experience issues or need technical support should call (401) 231-6606 during business hours, ext. 8132 or leave a message and a member of the district's technology team will get back to you.

Creating a Parent Portal account

If you have never used the Smithfield Parent Portal, you will need to create an account to get started. In order to create your account, you will need an "Activation Key". Families can get this Activation Key (also called a GUID) from their student's school.

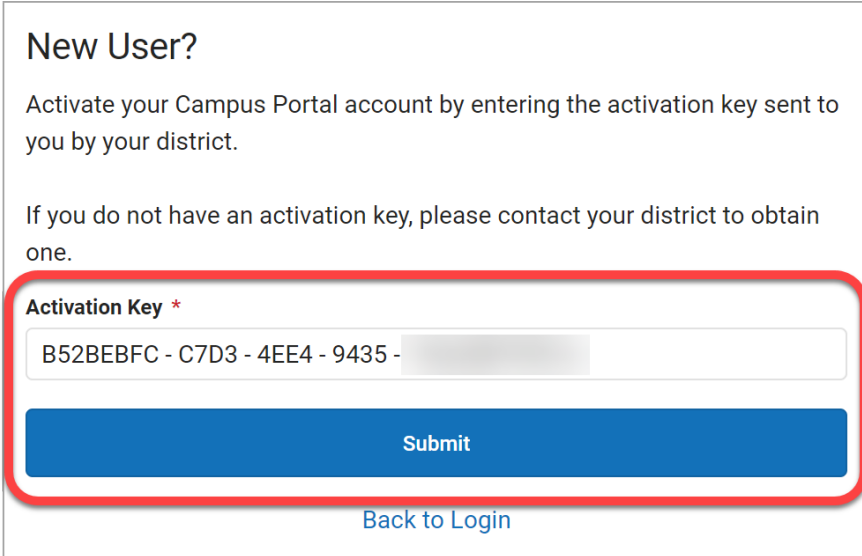
1. Open a web browser (avoid using a mobile device or smartphone) and go to <https://bit.ly/SPSParent>

2. Click on "New User?"



The image shows the login page for Smithfield Public Schools. At the top is the title "Smithfield Public Schools". Below it are two input fields: "Parent Username" and "Password". Under the password field is a blue "Log In" button. Below the button are three links: "Forgot Password?", "Forgot Username?", and "Help". Further down is a link "Log in to Campus Student". At the bottom, there is a horizontal line with "or" in the center. Below the line, the text "New User?" is highlighted with a red rectangle, and a red arrow points to it from the right.

3. Enter your "Activation Key" and click "Submit"



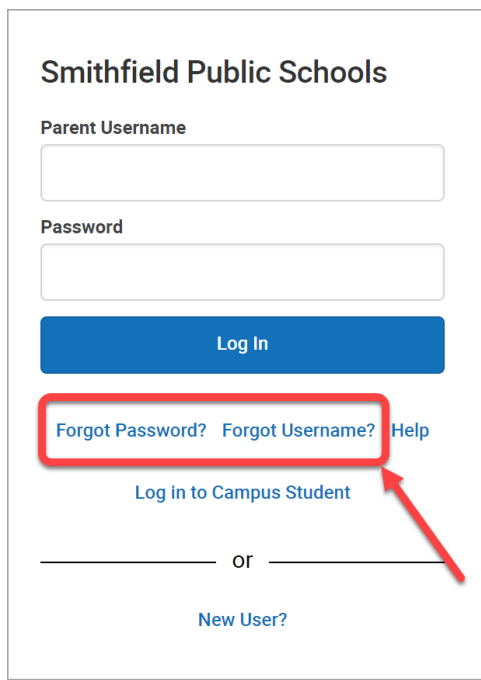
The image shows the "New User?" activation page. At the top is the title "New User?". Below it is a paragraph: "Activate your Campus Portal account by entering the activation key sent to you by your district." Another paragraph follows: "If you do not have an activation key, please contact your district to obtain one." Below this is a form field labeled "Activation Key *" with a red asterisk. The field contains the text "B52BEBFC - C7D3 - 4EE4 - 9435 -" followed by a greyed-out area. Below the field is a blue "Submit" button. At the bottom of the form is a link "Back to Login". The entire form area is outlined with a red border.

4. Follow the process to set up your username and password for your Smithfield Parent Portal account. Because this account will allow access to your student's information, select a [strong password](#).

Recovering your Parent Portal username or password

If you have used the Smithfield Parent Portal in the past (even with an older student in your family) and you've forgotten your username or password, you can recover them without needing to contact the school.

1. Open a web browser (avoid using a mobile device or smartphone) and go to <https://bit.ly/SPSParent>
2. Click on "Forgot Password?" or "Forgot Username?"



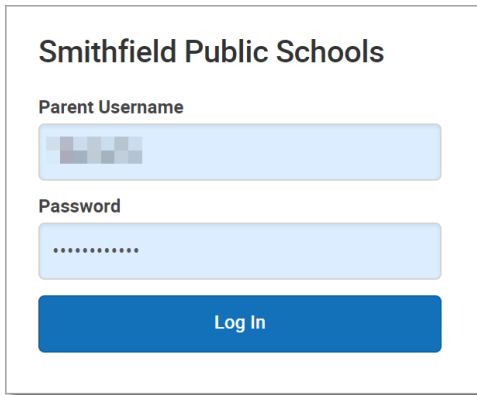
3. Follow the instructions on how to recover your password (you will be asked for your username) or your username (you will be asked for the email address on file at the school).

Logging into the Parent Portal and updating your student's information

Once you have set up your account and you know your username and password, here's how to login and begin the update process.

1. Open a web browser (avoid using a mobile device or smartphone) and go to <https://bit.ly/SPSParent>

2. Enter your username and password and click “Submit”



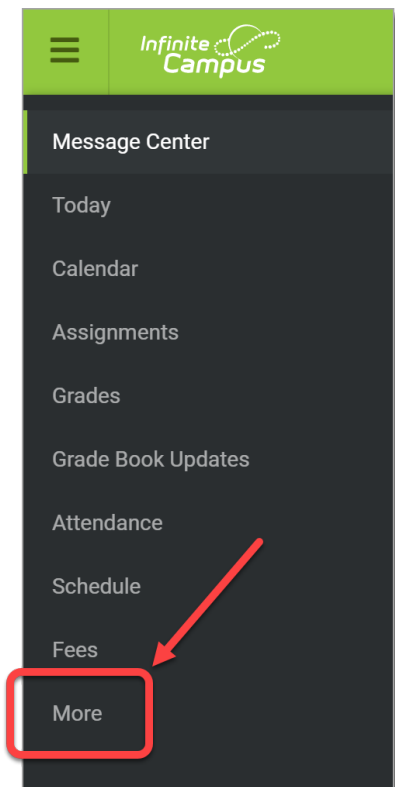
Smithfield Public Schools

Parent Username

Password

Log In

3. Look at the bottom left corner of the screen and click “More”



4. Click “Start” on 2023-2023 Existing Student Information Update. You will also be able to see your status here.

< More Online Registration		
NAME	STATUS	ACTION
2022-2023 Existing Student Information Update	NOT STARTED	Start

5. Confirm you see your student(s) listed, and click “Begin Registration”.

Online Registration | Existing Student Information Update

This editor is to update data for students that are currently enrolled in the District. You may add new students that are registering for the SELECT year later in the process.

If you only want to register new students for the selected year at this time, please use the link below to go to the New Student Registration form.

STUDENT NAME	GRADE	INCLUDED IN NEW APP?	REASON IF NOT INCLUDED	ONLINE REGISTRATION SUBMITTED?
[REDACTED]	11	Yes	Included	No

[Begin Registration](#)

6. Type your name in the box to verify your identity and click “Submit”

Infinite Campus Online Registration

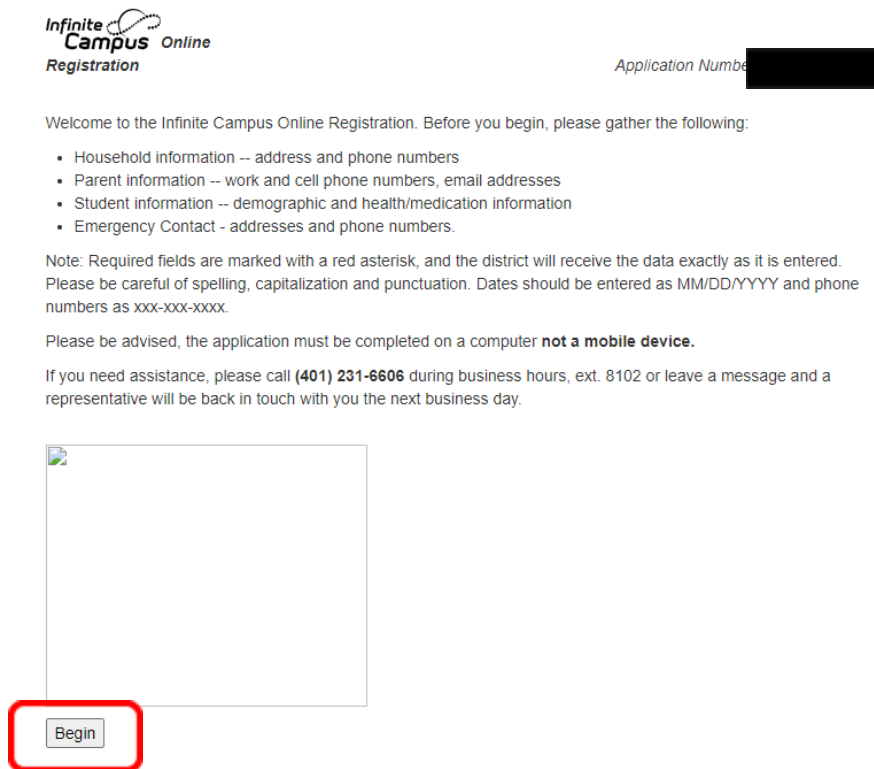
Welcome Paul Barrette! Please type in your first and last name in the box below.

By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

*

[Submit](#)

7. Read the information on the page and click “Begin”



The screenshot shows the 'Infinite Campus Online Registration' page. At the top left is the logo. At the top right, 'Application Number' is followed by a blacked-out box. The main text welcomes the user and lists required information: Household, Parent, Student, and Emergency Contact details. A note specifies field formatting (asterisks for required, MM/DD/YYYY for dates, xxx-xxx-xxxx for phone numbers). A warning states the application must be completed on a computer, not a mobile device. Assistance contact info is provided. A large empty box for a photo is shown. At the bottom left, a 'Begin' button is highlighted with a red rectangle.

Infinite Campus Online Registration

Application Number [Redacted]

Welcome to the Infinite Campus Online Registration. Before you begin, please gather the following:

- Household information -- address and phone numbers
- Parent information -- work and cell phone numbers, email addresses
- Student information -- demographic and health/medication information
- Emergency Contact - addresses and phone numbers.

Note: Required fields are marked with a red asterisk, and the district will receive the data exactly as it is entered. Please be careful of spelling, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

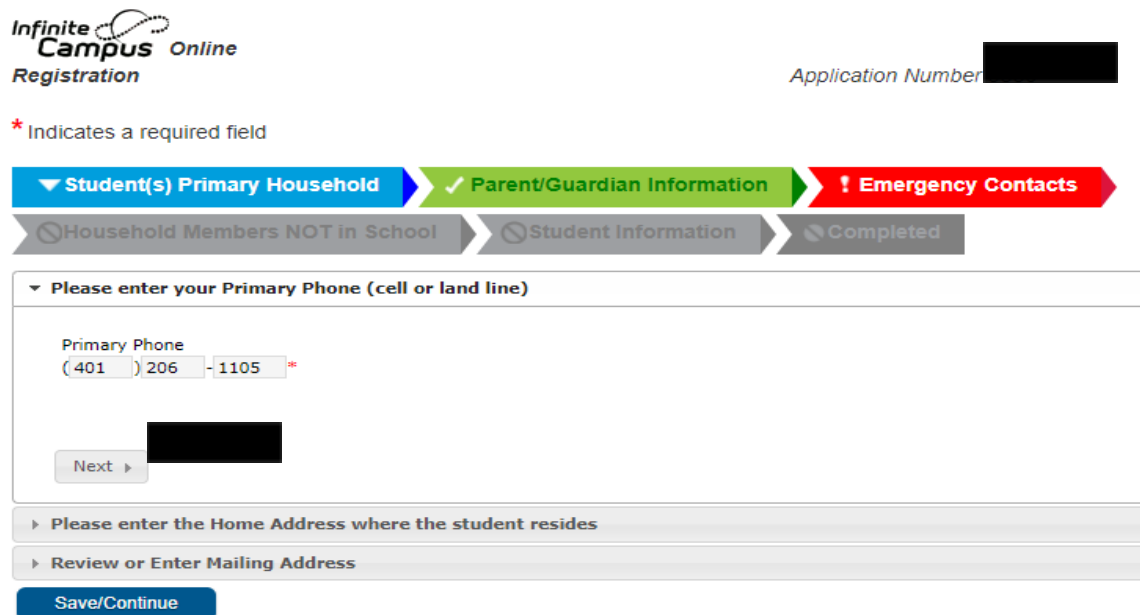
Please be advised, the application must be completed on a computer **not a mobile device**.

If you need assistance, please call (401) 231-6606 during business hours, ext. 8102 or leave a message and a representative will be back in touch with you the next business day.

[Redacted Photo Box]

Begin

8. You will now be able to go through all of your previously entered information, make any adjustments as needed.



The screenshot shows the progress screen of the 'Infinite Campus Online Registration'. The logo and 'Application Number' (blacked out) are at the top. A legend indicates that an asterisk (*) denotes a required field. A progress bar shows five steps: 'Student(s) Primary Household' (blue), 'Parent/Guardian Information' (green with a checkmark), 'Emergency Contacts' (red with an exclamation mark), 'Household Members NOT in School' (grey), and 'Student Information' (grey). Below the progress bar, the 'Parent/Guardian Information' section is active, titled 'Please enter your Primary Phone (cell or land line)'. It contains a 'Primary Phone' field with a format '(401) 206 - 1105 *' and a 'Next' button. Below this are two collapsed sections: 'Please enter the Home Address where the student resides' and 'Review or Enter Mailing Address'. At the bottom is a 'Save/Continue' button.

Infinite Campus Online Registration

Application Number [Redacted]

* Indicates a required field

▼ Student(s) Primary Household ✓ Parent/Guardian Information ! Emergency Contacts

Household Members NOT in School Student Information Completed

▼ Please enter your Primary Phone (cell or land line)

Primary Phone
(401) 206 - 1105 *

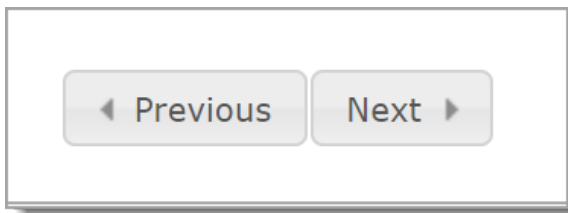
Next ►

► Please enter the Home Address where the student resides

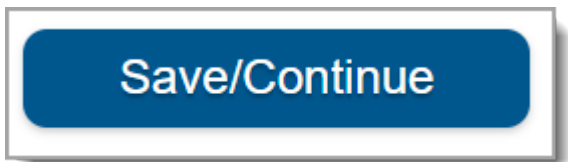
► Review or Enter Mailing Address

Save/Continue

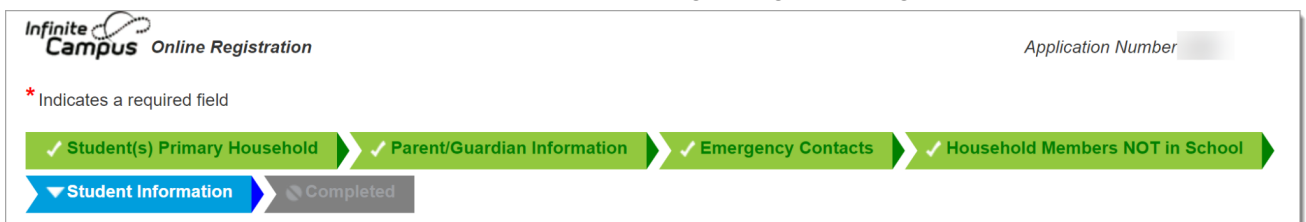
9. Use the “Previous” and “Next” buttons to move through the screens within a section



Click “Save/Continue” to move to a new section



You can see which section you’re currently viewing using the progress bar at the top



Any information that is required to be completed is marked with a red asterisk



10. Please remember not to skip the Media Permission piece within the “Release Agreements & Application Signature” section! If you would like to give the school permission to post photos of your student on the school website and social media sites, click “Yes”. If you would NOT like to give permission, leave the box UNCHECKED.

▼ **Release Agreements & Application Signature**

Media
During the course of the school year, we print, publish or display student work and or photos/videos to celebrate teaching and learning that occurs in our schools. Using relevant technology, such as web pages, social media, blogs, newspaper, radio and or television broadcasts, we are able to immediately capture and post learning experiences and school-related events. Students are always excited when their work is displayed and we are proud to share this work with the public.

☒ Yes - I give permission for my child to participate in any public or school media publication, photograph or video activity (uncheck if you refuse permission).

11. Once you have completed all of the sections, you can click “Submit” to send any updates to the district. You can also download a copy of the information by clicking the “Application

Summary PDF" link

You must submit your application by clicking the following button.

Submit

PLEASE NOTE: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that you application was received after clicking submit application.

[Back](#)

[Application Summary PDF](#)

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