

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.

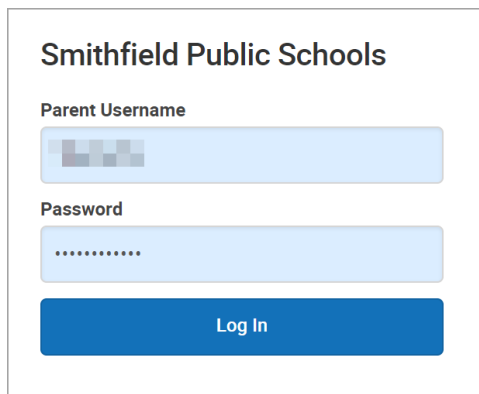
Families will use the Smithfield Infinite Campus Parent Portal to complete the student information review and update process. Please set aside about 15 minutes to complete the online forms. **Please do NOT use a mobile device to try and complete the online forms. A laptop, desktop computer, or a tablet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

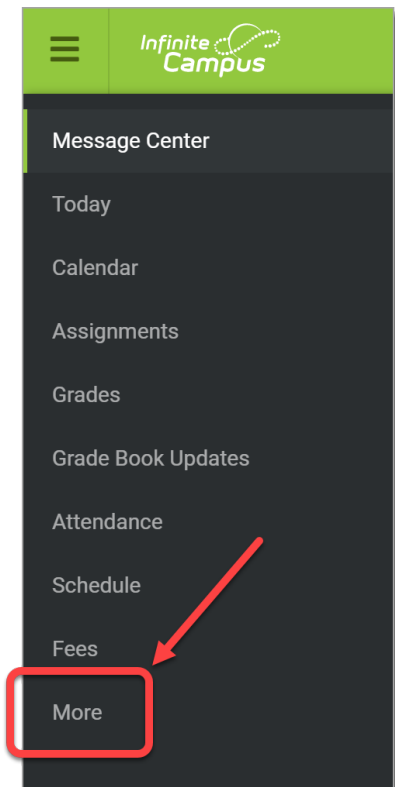
Logging into the Parent Portal and updating your student's information

If you have not already created an account, please view the instructions to do so [here](#)

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"

A screenshot of the login page for the Smithfield Public Schools Parent Portal. The page has a white background with a blue header that says "Smithfield Public Schools". Below the header, there are two input fields: "Parent Username" and "Password". The "Parent Username" field has a light blue background and a small icon of a person. The "Password" field has a light blue background and a series of dots. Below these fields is a blue button with the text "Log In" in white.

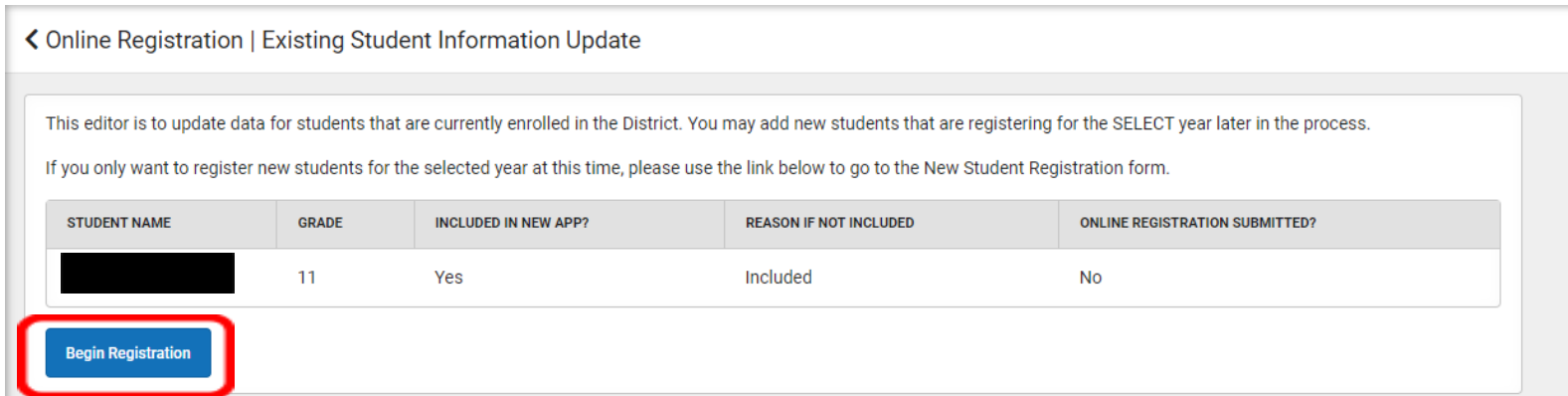
3. Look at the bottom left corner of the screen and click “More”



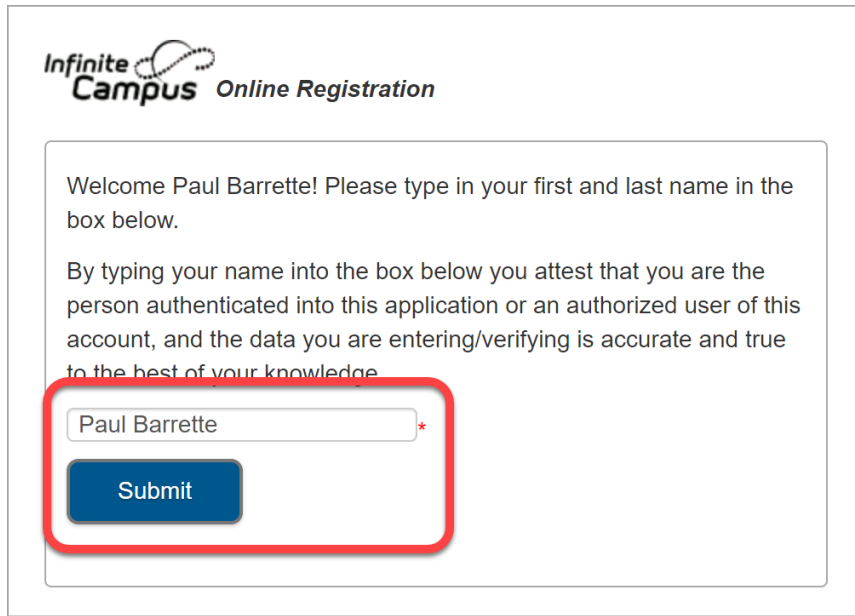
4. Click “Start” on **2023-2024 Existing Student Information Update**. You will also be able to see your status here.



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

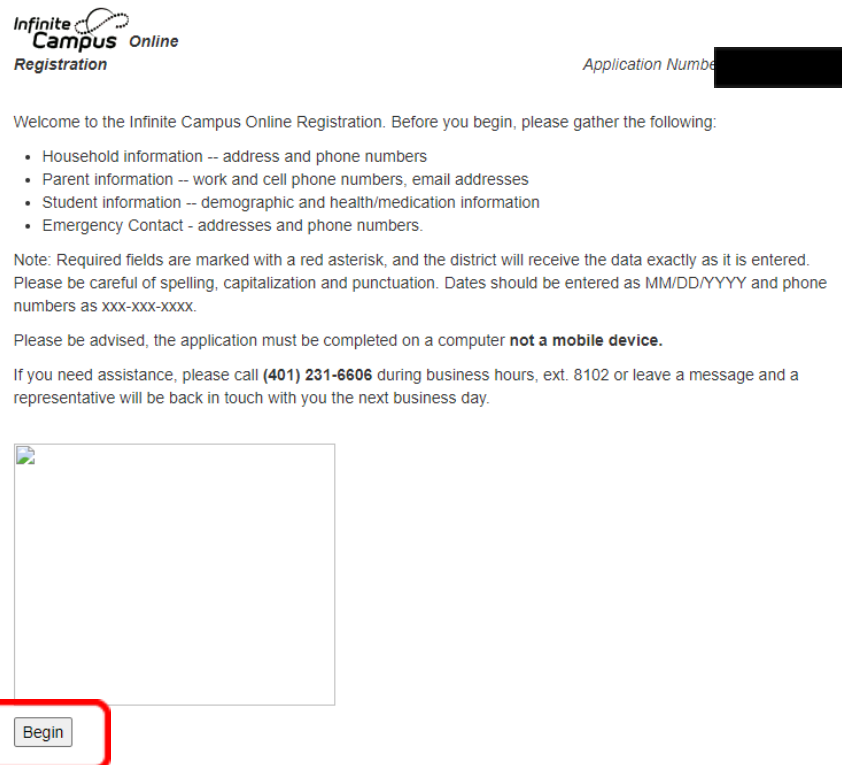


6. Type your name in the box to verify your identity and click “Submit”



The screenshot shows the 'Infinite Campus Online Registration' interface. At the top is the logo. Below it, a message reads: 'Welcome Paul Barrette! Please type in your first and last name in the box below.' This is followed by a statement: '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.' Below this text is a text input field containing 'Paul Barrette' with a red asterisk to its right. A blue 'Submit' button is positioned directly below the input field. A red rectangular box highlights both the input field and the 'Submit' button.

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



The screenshot displays the 'Infinite Campus Online Registration' page. The top left features the logo, and the top right shows 'Application Number' followed by a blacked-out field. The main content area begins with a welcome message: 'Welcome to the Infinite Campus Online Registration. Before you begin, please gather the following:'. This is followed by a bulleted list: 'Household information -- address and phone numbers', 'Parent information -- work and cell phone numbers, email addresses', 'Student information -- demographic and health/medication information', and 'Emergency Contact - addresses and phone numbers.' Below the list is a 'Note' about required fields and data entry format. Further down, it states: 'Please be advised, the application must be completed on a computer **not a mobile device**.' The final paragraph offers assistance: '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.' At the bottom of the page is a large empty rectangular box, and below it is a 'Begin' button, which is highlighted by a red rectangular box.

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

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

◀ Previous Next ▶

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

Save/Continue

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

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

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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