

August 10, 2022

Dear Woods Parents:

As we gear up for the new school year, we are striving to move away from paper forms, and utilize technology whenever possible. Beginning this year, we are asking our families to complete an online registration process. This will replace the need for you to fill out the census verification form for each child every school year.

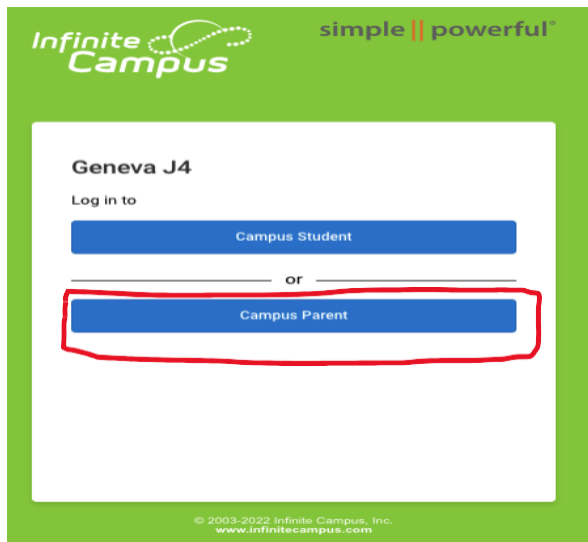
In order to accomplish this, I'm writing to ask that at least one parent/guardian in each household creates an account on our Infinite Campus Parent Portal as soon as possible and then proceed with the online registration process. If already have a parent portal account, you do not need to create a new one. You may skip to the Online Registration section below.

If you *have not* created a parent portal account, please follow the steps below.

Go to the link below:

[Infinite Campus Portal](#)

Once at the link choose Campus Parent



At the next screen add your Username and Password

Usernames and passwords have been set up for all parents who have not already accessed the portal. Parents who have accessed the portal in past may use their previous login/passwords.

**Username:** First initial of your first name and last name. (All lowercase)

Example: Susan Smith: **ssmith**

Susan Jones Smith: **sjonessmith**

**Password**- woods2022 (all lowercase)

(You will be prompted to create your own unique password)

The screenshot shows the Infinite Campus login interface. At the top left is the 'Infinite Campus' logo, and at the top right is the tagline 'simple || powerful'. A red 'Campus Parent' button is in the top right corner. The main content area is divided into two sections. The left section, titled 'Geneva J4', contains a login form with fields for 'Parent Username' and 'Password', a blue 'Log In' button, and links for 'Forgot Password?', 'Forgot Username?', 'Help', 'Log in to Campus Student', and 'New User?'. The right section, titled 'Announcements', shows a dashed box with a minus icon and the text 'There are no district announcements.' At the bottom of the page, a small copyright notice reads '© 2003-2022 Infinite Campus, Inc. | Version Campus 2231.2'.

## Create your own unique password

### Change Password

**You are required to change your password. Please change your password now.**

Your password must be strong. Enter a series of characters or a two or three word phrase that includes letters, numbers, and special characters.

The screenshot shows the 'Change Password' form. It has four input fields: 'Old Password', 'New Password', a progress indicator showing '0%', and 'Verify New Password'. At the bottom right are two buttons: 'Log Off' and 'Save'.

After updating your password, you will be asked to enter your email and the password you just created. Click save.

**Set Email**

**You are required to set an account security email.**  
Please enter the email address that can be used for security purposes. An email will be sent to verify the change

New Account Security Email

Confirm New Account Security Email

Enter Campus Password

Log Off

Save


You've created your parent portal account. You may now continue to the online registration.

### Online Registration:

Once you've created your parent portal, you can access the 2022-2023 Online registration at the link below:

[Woods 2022-2023 Registration](#)

Or on at the message center page by clicking **More** (on the left-hand side, then choose **2022-2023 Registration**)



Message Center

Today

Calendar

Fees

**More**

More

Address Information

Demographics

Family Information

2022 Registration

Absence Requests

Please follow the prompts to confirm your child's information, etc.

If you have any problems accessing the portal or completing the registration, please don't hesitate to contact school for assistance-  
262-248-3816 or

[ksmiley@woodsschool.com](mailto:ksmiley@woodsschool.com)

[ldavies@woodschool.com](mailto:ldavies@woodschool.com)

Thank you for your assistance,  
Lynn Davies  
District Administrator