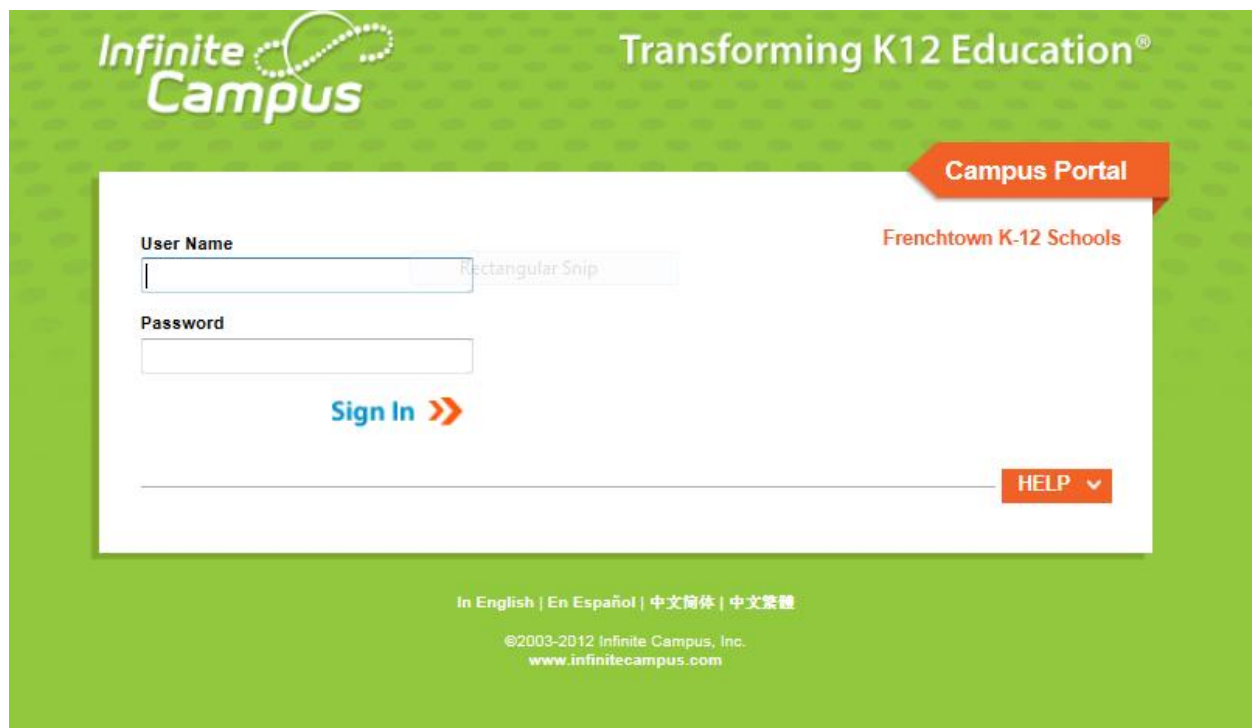# Campus portal for parents and students

Beginning in mid-January FTSD will change the student information software used to manage our student information. Infinite Campus software will replace SchoolMaster and the Campus Portal will replace the PASS system for tracking your student's grades, attendance and health information. You will need a person GUID number to set-up your Campus portal account. This number has been included in the same mailing as your student's Mid-Term 2 report. The Family section of the Portal contains Messages for the family, Household Information, Family Member information, calendar information for all enrolled students. Please follow the instructions below to set up your family account:

Step 1:
https://mtstate.epm.infinitecampus.org/mtstate/portal/frenchtown.jsp

Step 2: Click on the word "help" then click on "click here" after the sentence "If you have been assigned a Campus Portal Activation Key."

Step 3: Enter the person GUID number (i.e. PERSON GUID   A1BFC234-56DE-78FG-H9IJ-K7901L7M2N34). This number will be given to you by a school secretary. You will only need to enter it below once.

Step 4: Create a user name and password.
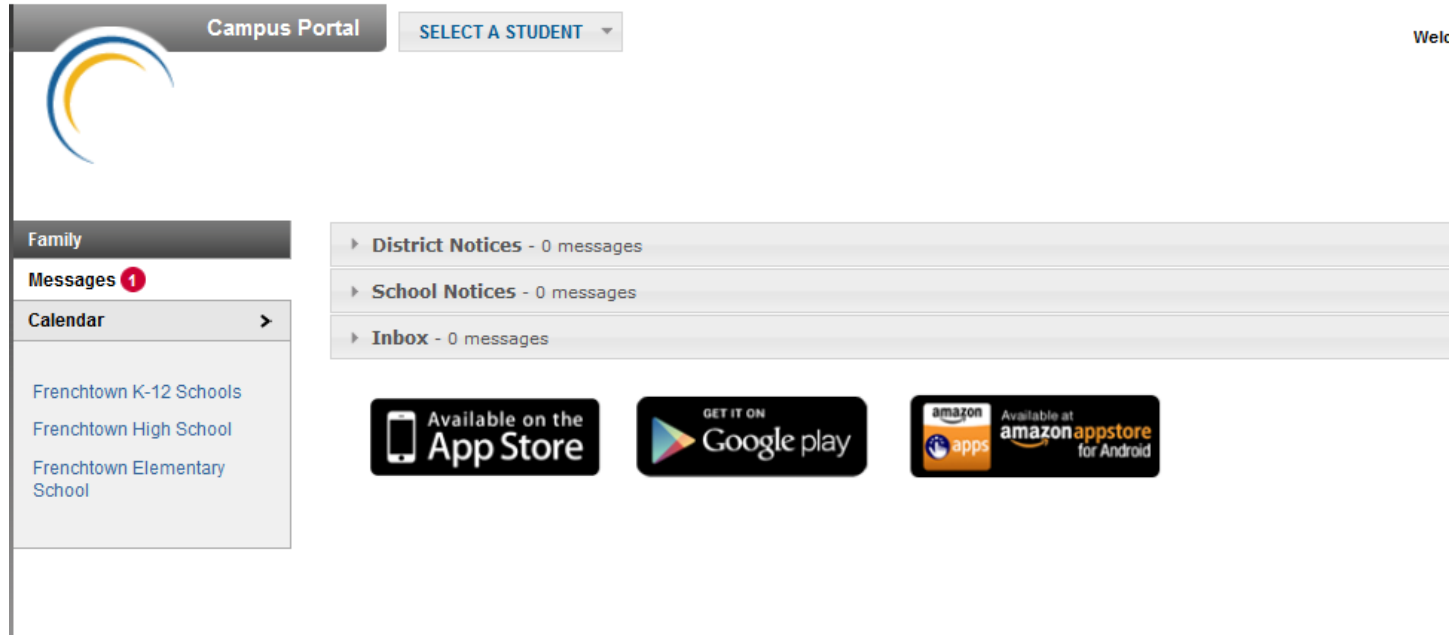
You may now navigate the campus portal.

Family (Portal)

This document is written for use by parents. Districts can choose to provide this information to their parents or use it as a guide for creating district-owned documentation.

Overview

PATH: *Campus Portal > Family*

The Family section of the Portal contains Messages for the family, Household Information, Family Member
information, Calendar information for all enrolled students and a Family To Do List. Additionally, Food
Service and Online Payment information is located here.

Districts can control what information appears in the Campus Portal, so it is possible that not all of the
following tabs will appear for all users. When a tab in the Family section is selected the user will be removed
from the context of a student if one was selected in the switch student drop list.

Messages (Portal)

Overview | Messages Display

Overview
PATH: *Campus Portal > Family > Messages*

The **Messages tab** is selected by default. Its contents are divided into three sections: District Notices, School
Notices and the Inbox. If a section contains no information it will be closed by default.

Image 1: Messages

A count of all messages is noted next to the message type. An indication of new messages since the last visit
will appear in the left hand navigation pane. The new message is also noted by a NEW flag and the message
toggle field lists the number of new messages in that section.

Messages Display
Notices are sorted by start date and display until the expiration date is reached.
The **Inbox** displays student related messages ordered from newest to oldest. The type of messages depend on
the schools' use of Campus Messenger. Possible messages include missing assignment notices, failing grade
notices, attendance notices, behavior notices, surveys and general information notices.

Grades (Portal)

Overview
PATH: *Portal > Student > Grades*

The Student Grades tab displays recent assignments that have been graded, a list of term grades by course, and
the student's current Term GPA. Parents and students are able to see all grading tasks and grades and can
easily view all assignments for a particular course.
Parents and students are also able to view any newsletters the teacher has sent, and can email or call the
teacher for more information on the student (as long as the school has recorded that information).