



HESSTON USD 460
INFINITE CAMPUS PARENT
Instructions for Hesston Elementary School

Parental access to information is a critical link in guiding and supporting students. Infinite Campus is the software program used by the district to store most student data. Infinite Campus Parent is designed to help you stay up-to-date with your student's academic progress, assignments, attendance, health records, meal account, and schedule.

1. ACCESSING INFINITE CAMPUS PARENT

To use Infinite Campus Parent, you need a computer with Internet access and a current browser. Go to the district website (www.hesstonschools.org) or the website of your student's school (es.hesstonschools.org). Click **Menu**, locate the **Infinite Campus** heading, then click **Infinite Campus Parent Login**. Please consider bookmarking this site for ease of access.

If you are a returning user, enter your username and password. If you can not remember this information, please follow the prompts on the screen or contact your student's school office at the phone number listed below.

If you are a first-time user, click "New User?" on the log in screen and proceed as directed below.

2. ACTIVATING YOUR ACCOUNT

This is a one time process. The first time you log on, you must activate your account using the Campus Portal Activation Key given to you by your student's building secretary. Enter your 32-character activation code and click "Submit". You will then be able to set your own username and password. A single username and password will allow you to access information about all of your children attending any of the Hesston schools. Each legal parent/guardian will have his/her own separate account.

3. SELECTING YOUR PASSWORD

Select your own password, following whatever password requirements that may be provided. By default, the system will automatically end any user session that has been dormant for 60 minutes. Five unsuccessful login attempts will disable your account. If this happens, contact your student's school office to request that your account be enabled. If you have multiple children in the district, you need only contact one office.

4. REQUESTING SUPPORT

Please contact your student's building secretary if you have questions about Infinite Campus or need help with its navigation.

(620) 327-7102 (Elementary School)

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5. NAVIGATING INFINITE CAMPUS PARENT

An index of accessible information is listed in the navigation menu on the left side of the screen. A brief summary of each feature is highlighted below. **Click any right-side arrows that appear to view available details about the items you've selected.**

- Message Center**
Announcements & inbox messages
- Today**
Food service balance, assignments due today & tomorrow, documents need attention, student's schedule
- Calendar**
Assignments, schedule, & attendance
- Assignments**
Most recent & current assignments by missing or current term
- Grades**
Grades viewable by all terms or quarter (ES)
- Grade Book Updates**
Most recently graded assignments & their corresponding grades
- Attendance**
Absences & tardies by class viewable by quarter (ES)
- Schedule**
Daily schedule with class times viewable by quarter (ES)
- Responsive Scheduling**
(Inactive)
- Food Service**
Meal account summary (expand right arrows for details about current balance, starting balance, money in, money out, & meal selections)
- Documents**
Student's report cards & schedule
- More**
Health, important dates, locker information

- Person Icon on Top Right**
 - Settings:** Ability to customize notification settings, update your email and password, set your contact preferences, & view current devices used for logins
 - Language:** Ability to select the language you wish to view your account in (4 options)
 - Give Feedback:** Opportunity to take a parent survey
 - Log Off:** Location to log off of Infinite Campus Parent

FOR A FAMILY WITH MULTIPLE STUDENTS IN THE DISTRICT, CLICK "TODAY" IN THE LEFT-SIDE MENU, THEN TOGGLE BETWEEN YOUR STUDENTS ON THE FAR RIGHT TOP CORNER OF THE SCREEN.