



IC Parent Portal Portal Access Information

Dear Parents/Guardian:

The Hawaii State Department of Education student information system, Infinite Campus, will provide parents with the ability to view their secondary school child(ren)'s academic information through the Campus Parent portal. The **Activation Key** will be provided to you separately which you will need to set up your initial log in and access information about your child(ren). Once your account is created, you will be able to access ALL of your secondary school children, no matter what school they attend, under one login. Please note that if you have already created a IC Parent Portal account before, you cannot create another account. If you need to reset your password, please contact your child's counselor or appropriate school official to have your account reset.

Logging into this web-based system will permit you to view the following real-time information about your child, depending on your school's settings: Attendance, Grades, Class Schedules, and Assignments.

To create a **User Name** and **Password** for the first time, please follow the steps below:

1. Go to <https://hawaii.infinitecampus.org/campus/portal/hawaii.jsp>
2. Click on the "Campus Parent" button
3. Click on "New User?"
4. Enter your unique activation key and click submit: ***Your unique activation Key to be assigned separately***
5. After clicking on **Submit**, you will be asked to create a **User Name** and **Password**. Please write these down and keep in a secure place.
6. Select a User Name and Password
 - a. Enter a **User Name**. Use an alphanumeric (both letters and numbers) user name.
 - b. Enter a **Password** that meets the Password Strength requirement of 100%.
 - c. Re-enter the Password in the **Verify Password** field.
7. Click the **Submit** button, then the **Back to Login** link
8. Sign in using your new **Parent Username** and **Password**
9. You will be prompted with: "You are required to set an account security email."
 - a. Enter a **New Account Security Email**
 - b. **Confirm New Account Security Email** by re-entering it
 - c. **Enter Password** you created in step 6a
 - d. Click **Save**

After creating a User Name and Password, in addition to using a web browser, the portal can also be accessed via mobile app for any Apple iOS or Android device. Search for "Campus Parent" to download to your mobile device. Once you have downloaded and opened the mobile app, type in Hawaii in the District Name and select Hawaii in the State drop down and click Search District. Click on Hawaii Department of Education and then type in the username and password you just created and click Log In.