

On-Line Registration Annual Update Quick Step Parent Guide

1. Login to Infinite Campus Parent Portal. Click on the 3 lines in the upper left corner. Select “More.”
2. Select Online Registration
3. Choose Existing Student Registration
4. Your student(s) information will appear here. Select “Begin Registration.”
5. Click the button at the bottom of the screen “CLICK HERE TO BEGIN”
6. On each screen you will find information that you need to enter or verify. As you update the information on each screen you will click “Next” until you come to the end of a section at which time you will click “Save and Continue.”

The sections you will complete are:

- a. *Student(s) Primary Household* information to include a contact phone number, physical and mailing address, and household income. Please note that this does not take the place of the annual household income form; one form will be completed by each enrolled family after school begins.
 - b. *Parent/Guardian* information. You will update all contact information for each parent/guardian and select the type of notifications to receive.
 - c. *Emergency Contact* information. There must be at least one emergency contact entered for each student other than their parent/guardian.
 - d. *Other Household* members (such as older or younger siblings, family members that share the residence but aren’t emergency contacts, are entered here.)
 - e. *Student* information will automatically appear on the screen including their enrollment grade for the upcoming school year. Once again, you will verify the information on each screen, clicking “next” as you go.
 - i. *Transportation* On the transportation screen you can indicate if your child will be a car or bus rider or both, when they will ride a bus, and where the child will get on or off. This is also where parents can enter special transportation information such as “child goes to grandparent’s house every other week at 555 Main St, Campbellsburg, KY 40011.”
 - ii. *Student Learning* It is here that you can express your intent of sending the student to school or keep them home using the non-traditional instruction platform.
 - iii. *Housing*
 - iv. *Relationships* for each relationship you will need to designate a contact sequence if prompted. Parents are sequenced first and then emergency contacts. Household contacts aren’t sequenced but will still appear in Infinite Campus in the event that person needed to check out the child or get them off the bus.
 - v. *Health Services* on these screens you will include doctor information and list any medical conditions and/or medications the student takes.
 - vi. *Internet Access*
 - vii. *Release Agreements* on this screen you will give permissions for your child to be photographed/videoed, review the Code of Acceptable Behavior and Acceptable Use of Electronic Resources policies, and certify that you have read, reviewed, and give permission for your child to use the districts electronic resources. You will use your finger or mouse to sign your name.
7. *If you need to enroll a new student, you will select “Add New Student” before submitting the application.*
 8. Click on the red submit button to submit the application for processing. You can review your information through the provided PDF document link.

Congratulations – you have completed your annual back to school update!