

Hancock County School District

Infinite Campus Parent Portal

Step-by-Step Instructions for First Time Log On

1. Log on to the secure Internet address for the Parent Portal (this link can also be accessed by clicking on the Parent Portal icon located on the district website.)

<https://central.infinitecampus.kyschools.us/campus/portal/hancock.jsp>

2. Click on the link following the sentence “If you have been assigned a Campus Portal Activation Key, [click here](#)”

First time using Campus Portal?

If you have been assigned a Campus Portal Activation Key, [click here](#)

If you do not have an Activation Key, [click here](#)

Already have a Campus Portal account?

User Name

Password

Log In

[Problems logging in?](#)

3. Enter the Portal Activation Key provided in the letter you received into the appropriate boxes.

Click on the **Submit** button when you are done.

Activating your Campus Portal account

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal [Activation Key](#) sent to you by your child's school.

Activation Key

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Submit

4. You must now create a User Name and Password.
- Type your desired User Name in the area indicated.
 - Type your desired Password in the area indicated. (it must be a minimum of 6 characters)
 - Retype your password.
 - Click on the **Create Account** button when you are done.

[Note: It is important that you keep your access information **private** and do not share it with anyone].

Campus Portal account creation successful!

Welcome you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

User Name

Password

Verify Password

Create Account

5. You are now ready to log into the system!
Click on the link indicated to access the Parent Portal login page.

Campus Portal account creation

Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page.

6. In the boxes indicated, type in the Username and Password you created in step 4.
Click on the **Log In** button when you are done.

First time using Campus Portal?

If you have been assigned a Campus Portal Activation Key, [click here](#)

If you do not have an Activation Key, [click here](#)

Already have a Campus Portal account?

User Name

Password

Log In

[Problems logging in?](#)

7. You are now in the Parent Portal!

Navigating the Campus Portal

Once logged in, an index of accessible information for the household as a whole is listed in the navigation pane located on the left hand side of the screen. **Sign Out** and **Home** buttons appear in the top right corner of the screen, with the **Name** of the individual logged into the Portal appearing next to these buttons. Clicking the **Home** button will take the user back to the homepage seen upon signing in. This page contains the **Family** and User Account sections of the navigation pane. When a user first logs in the Messages tab located in the Family section is selected.

SELECT A STUDENT ▾

Use the **Select Student** drop down in the top left of the screen to view all of the students a user has rights to view and select a student to view Portal information for that student only. Only students with an enrollment in the current year or an enrollment next year will display in the list.

Calendar	
Schedule	>
Attendance	>
Grades	>
Fees	>
Reports	>
Family	
Messages	>
Calendar	>
User Account	
Account Management	>
Contact Preferences	>

When signed in as a parent, the **Family** and **User Account** navigation panes appear on the left side of the screen. When a student is selected in the **Select Student** option, an information section specific to that student will appear above the Family section in the navigation pane. The tabs in the Family section apply to all students to which that user has rights. For example, when accessing the **Calendar** tab from the Family section, a calendar will display assignments, day events and attendance for all of the students, whereas when accessing the **Calendar** tab from the student section, only information specific to that student will appear on the calendar. Specific information on each student can be viewed by clicking on the desired section.