

## Information for RSU16 Parents



Transforming  
K12 Education®

<https://maine.infinitecampus.org/campus/portal/rsu16.jsp>

- You have been provided with an Activation Code.
- Go to the portal web site and click on the appropriate link (shown below)

The screenshot shows the Infinite Campus portal interface. On the left, there is a welcome message for the Central High School Campus Portal, followed by a "Tell me more!" link and a language selection menu with options for English, Spanish, and Chinese (Simplified and Traditional). On the right, there are two main sections: "First time using Campus Portal?" with links for activation key assignment and missing keys, and "Already have a Campus Portal account?" which includes a login form with fields for "User Name" and "Password", a "Log In" button, and a link for "Problems logging in?". Below these is a "District Notices" section.

## Information for RSU16 Parents

### 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

[Problems logging in?](#)

### 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

{  -  -  -  -  }

- **Enter your Activation Code in the screen above and click Submit**

## Information for RSU16 Parents

Campus Portal account creation successful!

Welcome Susan Test, 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

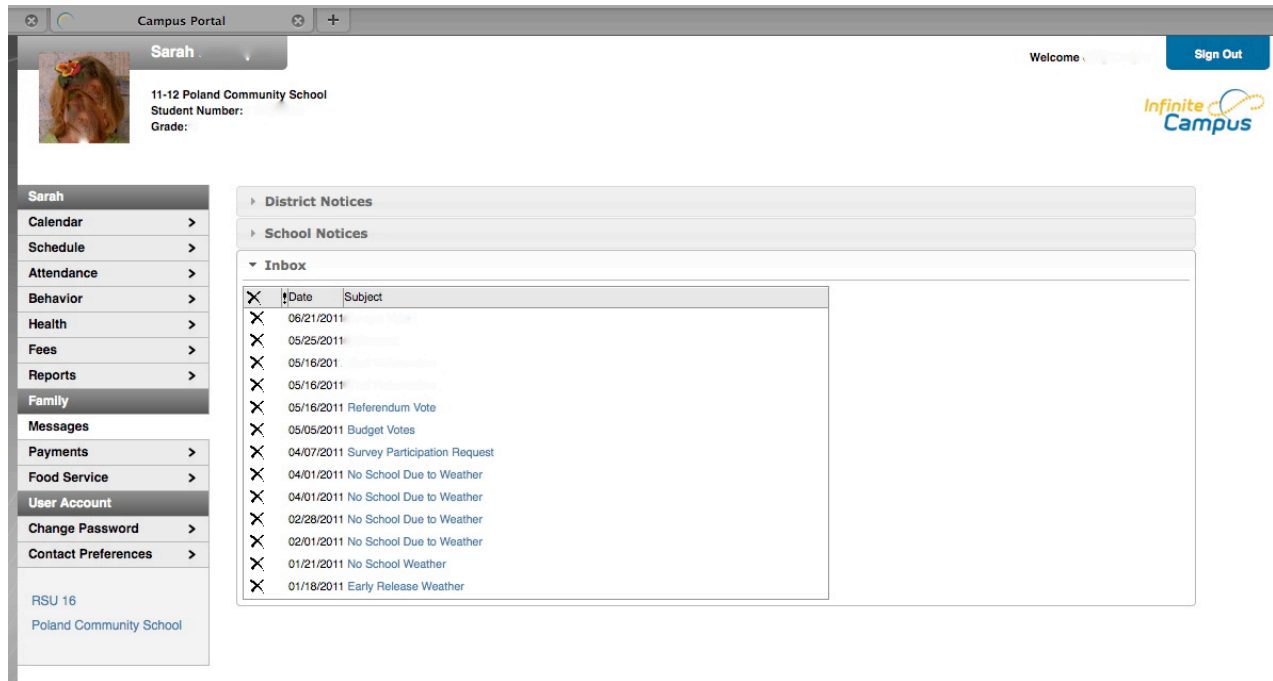
Verify Password

Create Account

- **Enter a User Name and Password. Verify your password. Your password must be at least (6) characters in length and contain (3) of the (4) items: an upper case letter, a lower case letter, a number(s), a symbol. Click Create Account.**
- **Make sure to write down your user name and password in case you forget it. This is very important and will avoid your having to wait for a password reset by the school. If you do forget your password, you will need to send an email request in to get it reset to: [infinitecampus@rsu16.org](mailto:infinitecampus@rsu16.org). Please allow at least a week to receive your new password.**
- **Now you may return to the main page and log in with your new user name and password. Your activation code can be discarded.**  
<https://maine.infinitecampus.org/campus/portal/rsu16.jsp>

## Information for RSU16 Parents

- Once logged in, an index of accessible information is found on the left side on the navigation screen and the School Notices on the main page.



The screenshot shows the Campus Portal interface for a user named Sarah. The page includes a navigation menu on the left with categories like Sarah, Messages, Payments, Food Service, and User Account. The main content area displays an 'Inbox' of notices with columns for Date and Subject. The notices include dates from 01/18/2011 to 06/21/2011 and subjects such as 'Early Release Weather', 'No School Due to Weather', 'Referendum Vote', and 'Survey Participation Request'.

Date	Subject
06/21/2011	
05/25/2011	
05/16/2011	
05/16/2011	
05/16/2011	Referendum Vote
05/05/2011	Budget Votes
04/07/2011	Survey Participation Request
04/01/2011	No School Due to Weather
04/01/2011	No School Due to Weather
02/28/2011	No School Due to Weather
02/01/2011	No School Due to Weather
01/21/2011	No School Weather
01/18/2011	Early Release Weather

- You will see tabs for the school calendar, student's schedule, attendance and behavior records, health immunization records, fees, other reports, messages and food service account.
- Also check the contact information for your family and household. If this information is incorrect, please notify the main office at 998-5400. You may also set your preferences for how you would like to be contacted with information.

Campus Portal

Welcome Sign Out

**Sarah**

11-12 Poland Community School  
Student Number:  
Grade:

Infinite Campus

**Sarah**

- Calendar >
- Schedule
- Attendance >
- Behavior >
- Health >
- Fees >
- Reports >
- Family
- Messages >
- Payments >
- Food Service >
- User Account
- Change Password >
- Contact Preferences >

RSU 16  
Poland Community School

**Course Schedule**

📧 = Click on Class Name for Current Assignments and Scores  
✉ = Click on Teacher Name for Email

	Term T1 (08/30/11-11/25/11)	Term T2 (11/28/11-03/11/12)	Term T3 (03/12/12-06/15/12)
	815PCS-3 Homeroom Grade 5	815PCS-3 Homeroom Grade 5	815PCS-3 Homeroom Grade 5
HR	✉ POIRIER, GAIL F Rm: 220	✉ POIRIER, GAIL F Rm: 220	✉ POIRIER, GAIL F Rm: 220
Specials	EMPTY	EMPTY	EMPTY

- You may view your student's class **schedule**. If there is an envelope link on the schedule, you may click on it and send the teacher an email message as shown below.
- You may view your child's **attendance** by clicking on the Attendance link.
- You may view your child's **behavior** events by clicking on the Behavior link.
- You can track Immunization Records the school has on file by clicking on the **Health** link.
- Under **Reports**, you may find your child's most current Report Card or Schedule. This will download and open up in *Adobe Acrobat Reader* so you must have this free software installed on your computer. A link is provided here for you to download it if you need it. <http://get.adobe.com/reader/>
- On the **Fee's** link you will be able to check for any outstanding fee's your student may owe. Also, under the **Payments** link, you can pay any of the fees or put money on your child's lunch account online.
- The **Food Service** link allows you to track your student's deposit's, purchases and expenditures.

## Information for RSU16 Parents

This manual will be updated as more features are added and/or changed on the Campus Portal.

If you have any questions, please contact your child's Homeroom teacher or Roundtable Advisor at WMS/PRHS.

For account assistance please email [infinitecampus@rsu16.org](mailto:infinitecampus@rsu16.org) and make sure to include your name, your child's name, grade and school.

Thank you!

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@2011-2012