

# Creating and Managing Your CampusID

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# Creating and Managing Your CampusID

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The Campus Community provides Campus Users access from Infinite Campus to role-based hands-on virtual labs, knowledge base, moderated forum, video library, customer event calendar and news stories via a single sign-on. Additionally, Support Contacts for the district will have access to support ticket management and Technical Contacts will be able to request updates and/or sandbox refreshes.

School district staff who have access to their Infinite Campus application can create an account for the Campus Community. This account is called the CampusID.

To find the Campus Community, click the **App Switcher**, a 9 square box icon at the top right hand side of the toolbar next to Log Off.

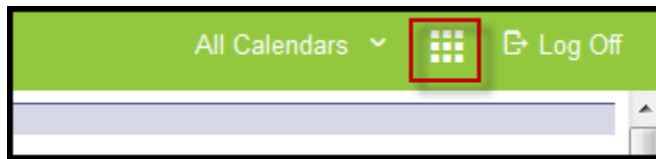


Image 1: App Switcher

Then click the **Campus Community** link.

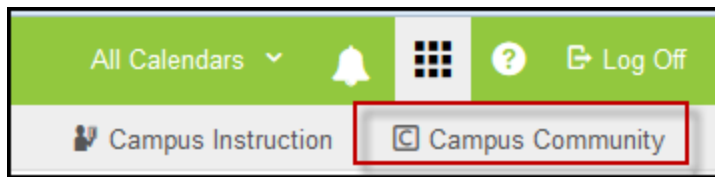


Image 2: Campus Community Link

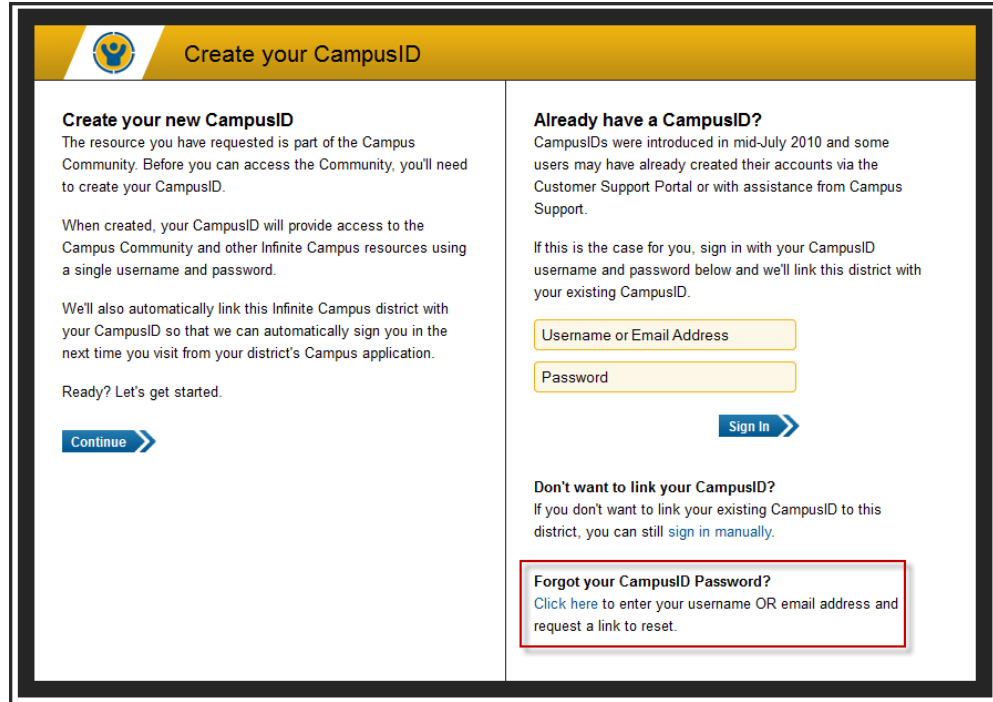
## Creating a CampusID

### CampusID

Click the **Campus Community** link to start creating your CampusID.

- The first time a Campus User clicks this link, it will begin the process of creating a CampusID.
- If a user has already created one during a training session, please use **Sign In** on the right to link up the Infinite Campus account with the previously created CampusID. Use the **Forgot Password** section if you are uncertain of your CampusID information.
- If a user has not created an account, then click **Continue** on the left side.

Once a CampusID has been linked to the Infinite Campus user account, the user will automatically sign in when clicking Community links in Infinite Campus in the future.



**Create your CampusID**

**Create your new CampusID**  
The resource you have requested is part of the Campus Community. Before you can access the Community, you'll need to create your CampusID.

When created, your CampusID will provide access to the Campus Community and other Infinite Campus resources using a single username and password.

We'll also automatically link this Infinite Campus district with your CampusID so that we can automatically sign you in the next time you visit from your district's Campus application.

Ready? Let's get started.

[Continue](#)

**Already have a CampusID?**  
CampusIDs were introduced in mid-July 2010 and some users may have already created their accounts via the Customer Support Portal or with assistance from Campus Support.

If this is the case for you, sign in with your CampusID username and password below and we'll link this district with your existing CampusID.

Username or Email Address

Password

[Sign In](#)

**Don't want to link your CampusID?**  
If you don't want to link your existing CampusID to this district, you can still [sign in manually](#).

**Forgot your CampusID Password?**  
[Click here](#) to enter your username OR email address and request a link to reset.

Image 3: Campus Help - Access to Community

### Terms of Use

1. Read through the **Terms of Use** by using the scroll bar on the right or by clicking the blue link to view the Terms of Use in a separate window.
2. Mark the **I have read and agree to the Terms of Use** checkbox to continue the process.
3. Click the button to **Continue**.

**Create your CampusID**

1 **Terms of Use** 2 Account Details 3 Your Information 4 Confirmation

Please read and agree to the Terms of Use.

The Campus Community is designed to bring together customers, partners, and staff. This is a place to positively connect, share information, experiences, as well as help each other with questions and answers to get the most out of your Infinite Campus investment.

To keep the Campus Community operating smoothly and to prevent problems from occurring, all community members are expected to follow these Terms of Use. Infinite Campus reserves the right to change these terms at any time. This information page will be updated and a notice will be posted in the forums of any changes. If you have any questions or problems, please contact the Campus Community staff.

- Use of your account is expressly limited to you. Your account may not be transferred or shared with any other party, temporarily or permanently.
- You agree to bear sole responsibility for all use of your account and for the confidentiality of your password.
- Your account access is linked to your Infinite Campus district or state login. If your Campus Account is disabled, then your access to the Campus Community site will be termed by default.
- You acknowledge that all posts made to the Campus Community Forums express the views and opinions of the author and not the administrators, moderators, or corporation, and therefore, only the author can be held responsible. This includes all data, graphics, information, messages, photographs, text or other material, otherwise known as content.
- While these rules will cover most common situations, they cannot anticipate everything. Consequently, Infinite Campus reserves the right to take any actions deemed appropriate to ensure the Campus Community site is not disrupted or abused in any way.

I have read and agree to the Terms of Use\*

[Continue >>](#)

[\(View in a separate window\)](#)

Image 4: Terms of Use

### Username/Password Entry

1. Create a **Username**. This will be visible to other users, primarily as you post on the forums. Usernames must be unique and cannot be changed once created. Usernames may only contain letters, numbers and underscores.
2. Create a **Password**. Passwords must be at least 6 characters long and should include two or more of the following: upper case letters, lower case letters, numbers, symbols.
3. **Confirm Password** is correct.
4. Confirm your **Registration Information**. Please change anything that is not accurate.

**Create your CampusID**

1 Terms of Use    2 **Account Details**    3 Your Information    4 Confirmation

**Username and Password**  
Please choose a username and password. You will use these to sign in to sites that accept your CampusID for authentication.

Choose carefully, as your username may be visible to other users and cannot be changed.

Username\*  
testdemo ✓ testdemo is available.

Password\*  
••••• ⚠ Passwords should have characters from 2 or more of these groups:  
• Lower case letters  
• Upper case letters  
• Numbers  
• Special characters

Confirm Password\*  
[Empty field]

**Registration Information**  
This information is used identify the owner of the account and is not visible to other users.

We've tried to fill in what we already know about you. Please double check to make sure that it is accurate.

First Name\*  
Community

Last Name\*  
Demo

Email Address\*  
commdemo@infinitecampus.com ✓

[Continue](#)

Image 5: Username and Password Entry

### Profile Information

1. Enter your primary district **Role** or **Title**.
2. Select your School **District** or **Organization**. If there is more than one, select the one that most accurately meets your affiliation.
3. Select your **City** and **State**.
4. Select your **Time Zone**. This will impact the time stamps visible in the forums.

**Create your CampusID**

1 Terms of Use   2 Account Details   **3 Your Information**   4 Confirmation

**Profile Information**  
These fields are optional and are displayed on your public profile.

Role/Title  
Principal

District/Organization  
Support Certification Training Account, MN

**Location**  
We'll use your location to provide you with relevant information and to display dates and times using your local time zone.

Please note that your city and state may be visible to other users.

City  
Blaine

State\*  
Minnesota

Time Zone\*  
(UTC-06) Central Time (Default)

**Finish**

Image 6: Profile Entry

### Ready, Set, Go

1. Click **Finish** when you are done.
2. Congratulations, you have completed setting up your account!

Now that a CampusID has been associated with your district login, users will be able to log in directly by going to <http://community.infinitecampus.com> or by clicking any of the Campus Community links in Infinite Campus. If the district is going through the implementation process, and has not yet reached Go-Live with the real production site, users must use the URL link. Demo, conversion and other non-production sites links are not linked to the Campus Community and cannot be used to create accounts.

If you have the Community URL bookmarked, you may be periodically asked to re-verify your account by logging in through your district's or state's Infinite Campus application.

## Modifying User Settings

While your account is linked to your district's site, CampusID data is managed outside of your district site so information like your password is not linked should you change your password for your Campus login. Once created, your CampusID username cannot be changed.

To change other information, click your name at the top of the header bar next to the **Log Off** button.

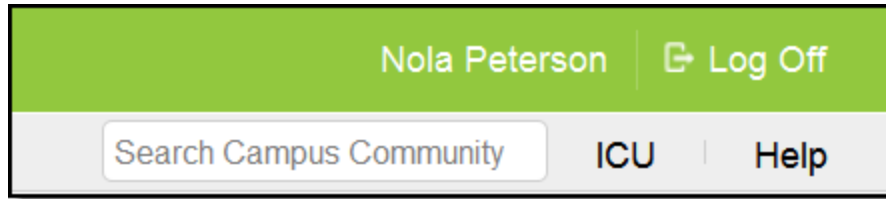


Image 7: Accessing CampusID Account Details

## Account Details

Account Details are used to identify you as the owner of your account.

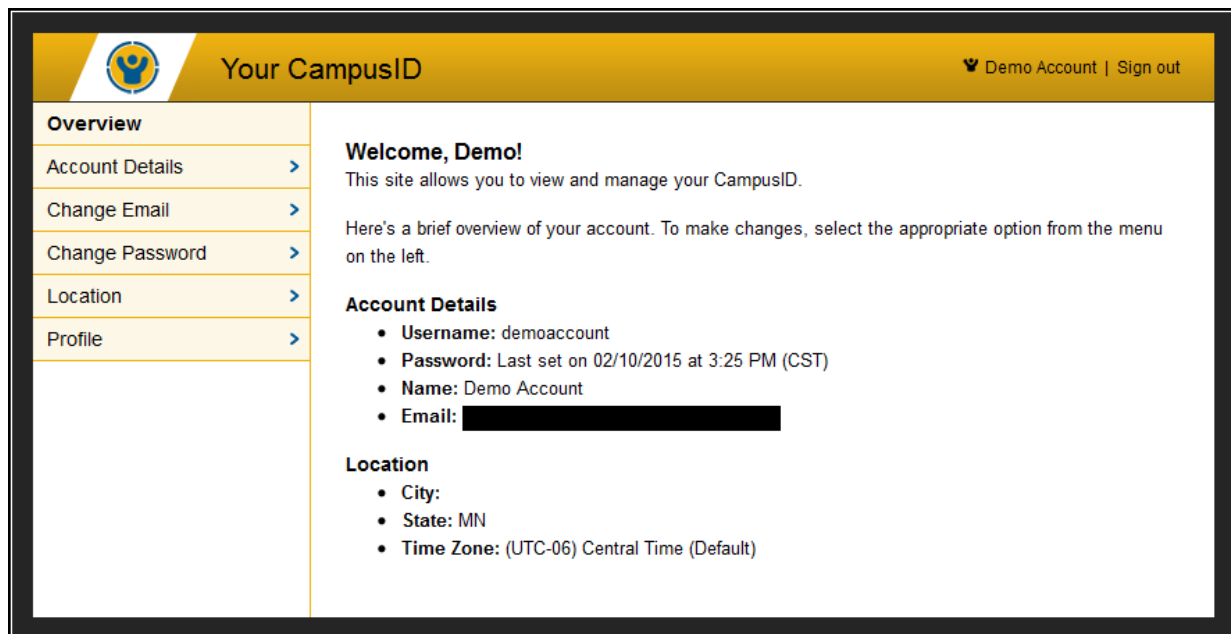


Image 8: Account Details

## Changing your First or Last Name

1. Select **Account Details** from the left menu.
2. Type your **First Name**.
3. Type your **Last Name**.
4. Click **Update Details**.

## Changing the CampusID Password

At any point within the Campus Community, you can access your CampusID account by clicking on your username in the upper right corner. A pop up window will appear displaying Your CampusID.



1. On the CampusID page, select **Change Password**.
2. Confirm your **Current Password** for security purposes.
3. Create a **New Password**.
4. Retype your password to **Confirm New Password**.
5. Click the blue **Change New Password** button at the bottom to save the change.

The screenshot shows the 'Your CampusID' dashboard. The left sidebar menu has 'Change Password' highlighted with a red box. The main content area is titled 'Change Password' and contains the following text: 'To change your password, enter your current password and a new password in the fields below. We'll change your password and send a confirmation to the email address that is associated with your account.' Below this, it states 'Your password was last set on June 15, 2010 at 12:00 AM (CDT)'. There are three input fields labeled 'Current Password\*', 'New Password\*', and 'Confirm New Password\*'. At the bottom is a blue button labeled 'Change Password' with a right-pointing arrow.

Image 9: Changing Passwords

## Changing Your CampusID Email

Your CampusID email address is used to receive notifications on support cases for Support Contacts or to receive request emails from the Campus Forums.

1. Select **Change Email** on the menu.
2. Confirm your **Current Password** for security purposes.
3. Enter the new **Email Address**.
4. Click the blue **Change Email** button at the bottom of the page to submit this change.

The screenshot shows the 'Your CampusID' dashboard. The left sidebar menu has 'Change Email' highlighted with a red box. The main content area is titled 'Change Email' and contains the following text: 'To change your email address, enter your current password and a new email address in the fields below. We'll send a confirmation message to your current and new addresses.' Below this, it states 'Your current email address is testsupport@infinitecampus.com'. There are two input fields labeled 'Current Password\*' and 'Email Address\*'. At the bottom is a blue button labeled 'Change Email' with a right-pointing arrow.

Image 10: Changing Email Address