

PIV Card Registration Process for Staff Members

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This article will walk staff members through the process of registering their PIV cards so they can use them to log into Infinite Campus.

- Prerequisites
- Step 1. Ensure You Have an Account Security Email
- Step 2. Ensure Your Card Reader is Plugged into Your Computer
- Step 3. Insert Your PIV Card into the Card Reader
- Step 4. Register Your Card via the Campus Login Screen
- Step 5. Await PIV Card Confirmation
- Step 6. Begin Logging Into Campus Using Your PIV Card
- Troubleshooting/FAQ

Prerequisites

- You need to be assigned a PIV card and physically possess this card.
- You need a PIV card reader connected to your computer.
- Your administrator will need to activate PIV card authentication for your district via Login Security Settings.
- Your administrator will need to enable PIV card authentication for your user account.
- Your administrator will need configure your PIV card reader and web browser to properly accept and read PIV cards.

Administrators: Please refer to the PIV Card Registration Process for Administrators article for more information.

Step 1. Ensure You Have an Account Security Email

Before you can start the PIV card registration process, you must ensure you have an **Account Security Email** setup for your Infinite Campus account. This email is setup in the Account Settings tool.

For a walkthrough of this process, see the Password and Security Settings article.

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Password and Security Settings ☆		My Account > Settings > Password and Security Settin
ange Account Settings		, . <u>.</u> . ,
Account Security Email: Add an account security email. Unconfirmed Account Security Email: @infinitecampus.com	Add Resend Verification Email	
Password:	Edit	
Time-based Two-factor Authentication Time-based two-factor authentication is disabled.	Options	

Infinite

Step 2. Ensure Your Card Reader is Plugged into Your Computer

Ensure the PIV card reader is plugged into your computer. If you are unable to verify this step, skip to Step 3 to see if the reader is able to recognize a card has been plugged into the device.

Step 3. Insert Your PIV Card into the Card Reader

Insert your card into the PIV card reader. Many card readers have a small light to indicate or acknowledge a card has been inserted.

Step 4. Register Your Card via the Campus Login Screen

Now that your card is in the card reader, navigate to the Infinite Campus login screen and click the **Personal Identity Verification (PIV)** button.

	Infinite ~
	Infinite Campus
Student Information System	
Personal Identity Verification (PIV)	
or	
Username (Required)	
Description (Description)	
Password (Required)	
Log In	

Once the button is selected, you will see a screen asking you to enter your Campus username to begin the registration process.

Enter your username and click **Submit**. Your card registration request has now been sent to an Administrator for approval.

		S	tudent Informati	on System
Personal Id	Version: Campus-20210319_2027 SIS-145341intri or		_	
Username		hentication Registration		
Password	administrator must a be Please enter the user	opprove this card for use be used for authentication. name of the account that y priate with this PIV card.	fore it is able to	
Forgot Passwore		approves your request, yo user account with this PIV		
	Enter Use	Submit Cancel		



The Infinite Campus login screen will also indicate your PIV card authentication submission (see image below).

Infinite Campus	Transforming K12 Education®
	Student Information System
Personal Identity Verification (PIV)	Version: Campus-20210319_2027 SIS-145341intri
Username	
Password	
Log In You will be notified via email if your PIV card is	
approved for authentication.	
Forgot Password? Forgot Username? Help	
)21 Infinite Campus, Inc. .infinitecampus.com

Step 5. Await PIV Card Confirmation

Once your administrator has approved your PIV card registration, you will receive an email indicating this approval (or denial).

Infinite Campus PIV Card Authentication				
no.reply@infinitecampus.com		🤲 Reply All	\rightarrow Forward	•••
To Thu 3/25/2021 11:39 AM Your Infinite Campus user account eva.heard has been approved by an administrator to use PIV card authentication.				
If you did not configure this account to use PIV card authentication, please contact your System Administrator immediately.				

Step 6. Begin Logging Into Campus Using Your PIV Card



If you received approval for your card, you can now begin logging into Infinite Campus using your PIV card.

To Log In:

- 1. Plug your card into the PIV card reader.
- 2. Click the **Personal Identity Verification (PIV)** button in the Infinite Campus login screen. This should automatically log you in and you can begin working within Infinite Campus.

	Infinite Campus
Student Information System	
Personal Identity Verification (PIV)	
or	
Username (Required)	
Password (Required)	
Log In	
Show Help	

Troubleshooting/FAQ

Below are some tips on troubleshooting issues users may encounter:

My Card Doesn't Seem to Recognize My Card Anymore

This issue can normally be resolved by clearing all cookies and the cache for the web browser they are using. To prevent this from happening again, ensure the browser settings are set to delete cookies and cache each time the browser is closed.

What Do I Do if I'm Issued a New/Different PIV Card?

If a user is issued a different PIV card, the administrator should go to their User Account tab and click the Reset Account Setting button. This will clear the user's PIV card certificate. Once reset, the user will need to walk through the PIV card registration process to register the new card.