

# Creating and Managing your CampusID

Last Modified on 07/10/2024 2:12 pm CDT

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Please share this page with new staff to help them get started with the Campus Community. It is not required for users to be logged into the Community to access links to Knowledge Base pages.

The Campus Community provides users access to news, moderated forums, a knowledge base of product information, online training with Campus Passport, and more.

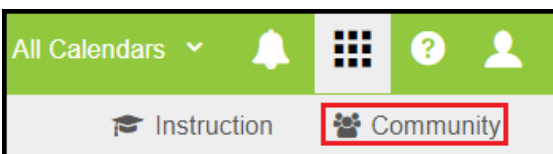
District staff who have access to the Campus Application can create an account for the Campus Community. This account is called a CampusID.

Support and Technical contacts should submit and manage support cases via the [Support Portal](#). This is also where Technical Contacts can request updates and/or sandbox refreshes.

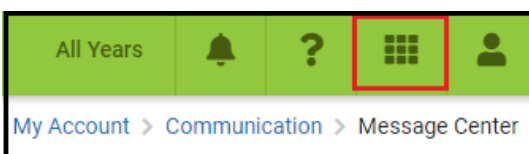
## Navigating to the Community

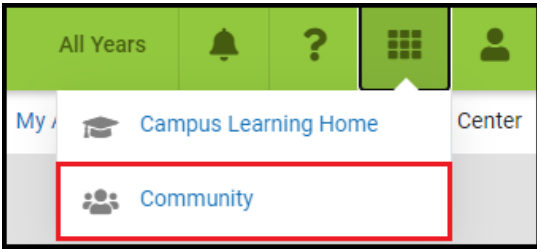
Navigate to the Campus Community by using the **App Switcher** and selecting **Community**.

### Classic Campus



### New Look



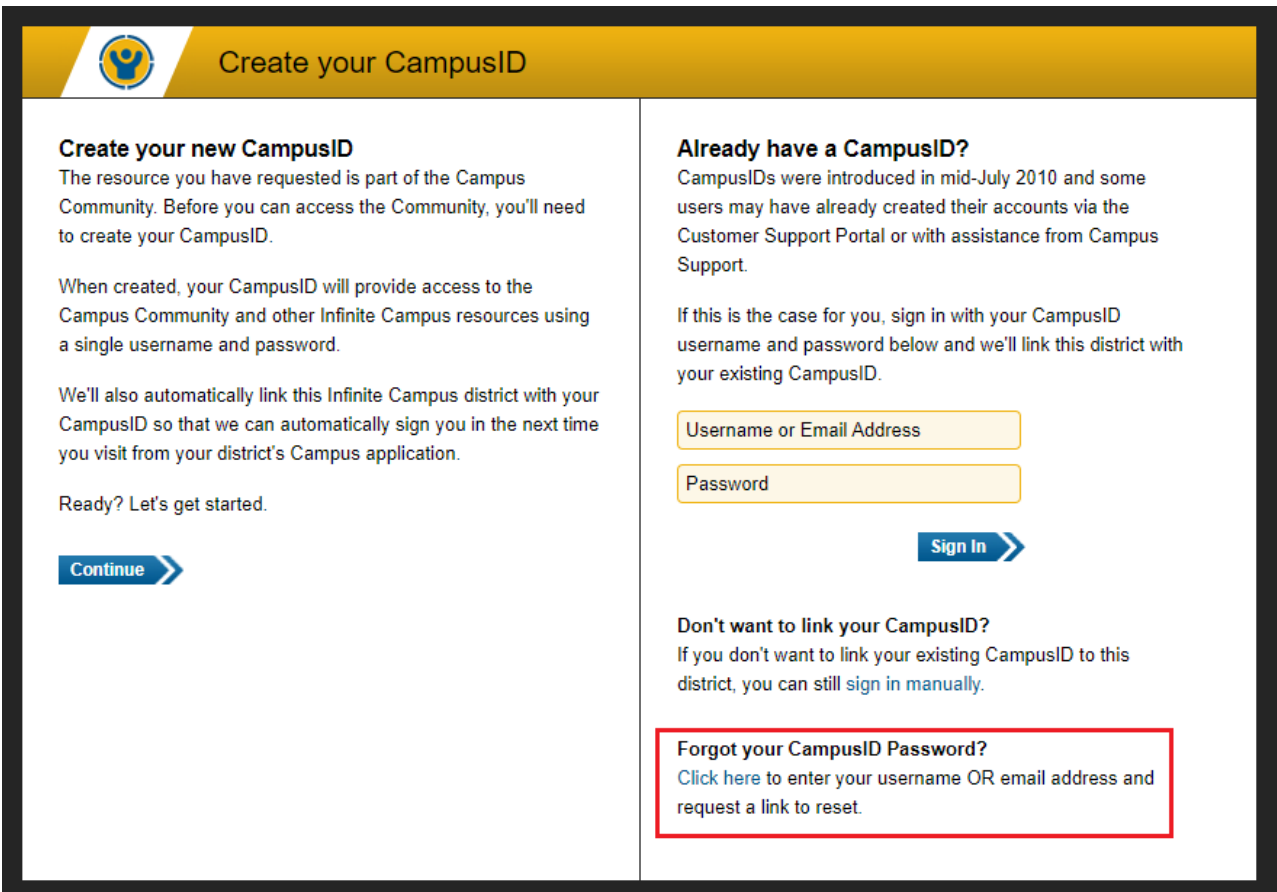


# Creating a CampusID

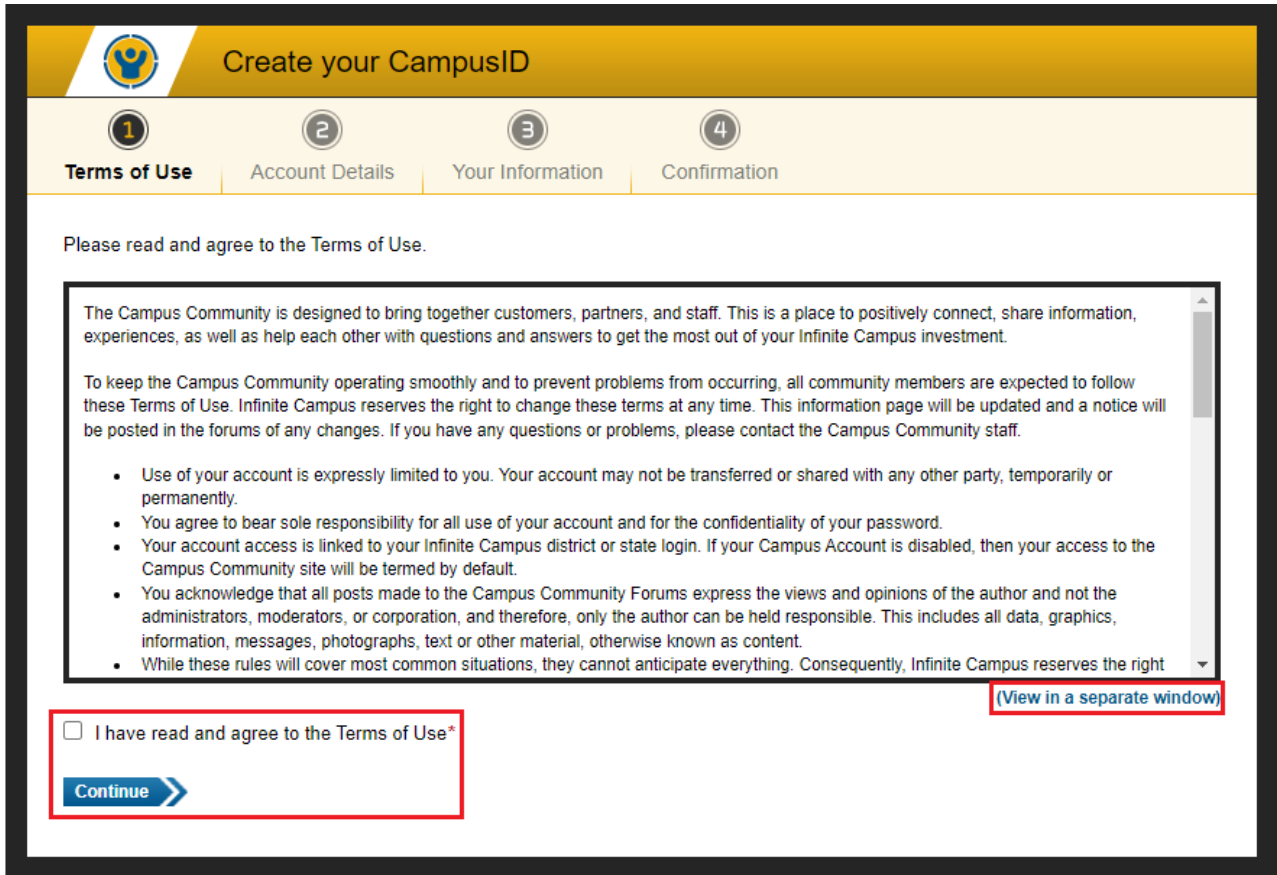
Click the **Community** link to create your CampusID.

- The first time you click this link, the process of creating a CampusID will begin.
- If you have already created a Campus ID during a training session, **Sign In** to link your Infinite Campus account with your CampusID. Use the **Forgot Password** section if you need to recover your password.
- Click **Continue** to create a new CampusID.

Once a CampusID has been linked to your Campus user account, you will be automatically signed in when you navigate to the Community from the Campus Application.



Read through and accept the **Terms of Use**. The terms of use can be viewed in a separate window by clicking the link in the bottom right.



The screenshot shows a registration page titled "Create your CampusID" with a progress bar at the top containing four steps: 1. Terms of Use (active), 2. Account Details, 3. Your Information, and 4. Confirmation. Below the progress bar, the text reads "Please read and agree to the Terms of Use." A scrollable text box contains the following text:

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

At the bottom right of the scrollable box is a link: [\(View in a separate window\)](#). Below the scrollable box is a checkbox labeled "I have read and agree to the Terms of Use\*" and a blue "Continue" button with a right-pointing arrow.

### Username and 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. They may only contain letters, numbers and underscores.
2. Create a **Password**. Passwords must be at least six characters long and should include two or more of the following: upper case letters, lower case letters, numbers, symbols.
3. Confirm your 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\*

demo\_staff is available.

Password\*

✓

Confirm Password\*

✓

### Registration Information

This information is used to 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\*

Last Name\*

Email Address\*

✓

Continue

## Profile Information

1. Enter your primary **Role** or **Title** in the district.
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 on the forums. For technical contacts, the time zone will be used for any requested updates.
5. Click **Finish** when you are done.

Now that a CampusID has been associated with your district login, you will be able to log in directly by going to <http://community.infinitecampus.com> or by clicking any of the Community links in the Campus Application.

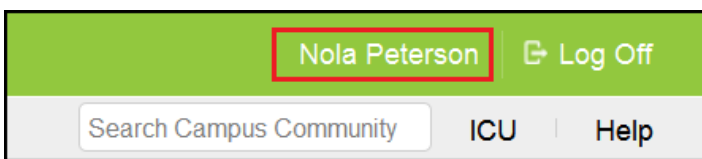
If your district is going through the implementation process, and does not yet have a production site, users must use the Community URL. Demo, conversion and other non-production sites are not linked to the Campus Community and cannot be used to create accounts.

If you have the Community URL bookmarked, you may be periodically asked to re-verify your account by logging in through the Campus Application.

## Modifying User Settings

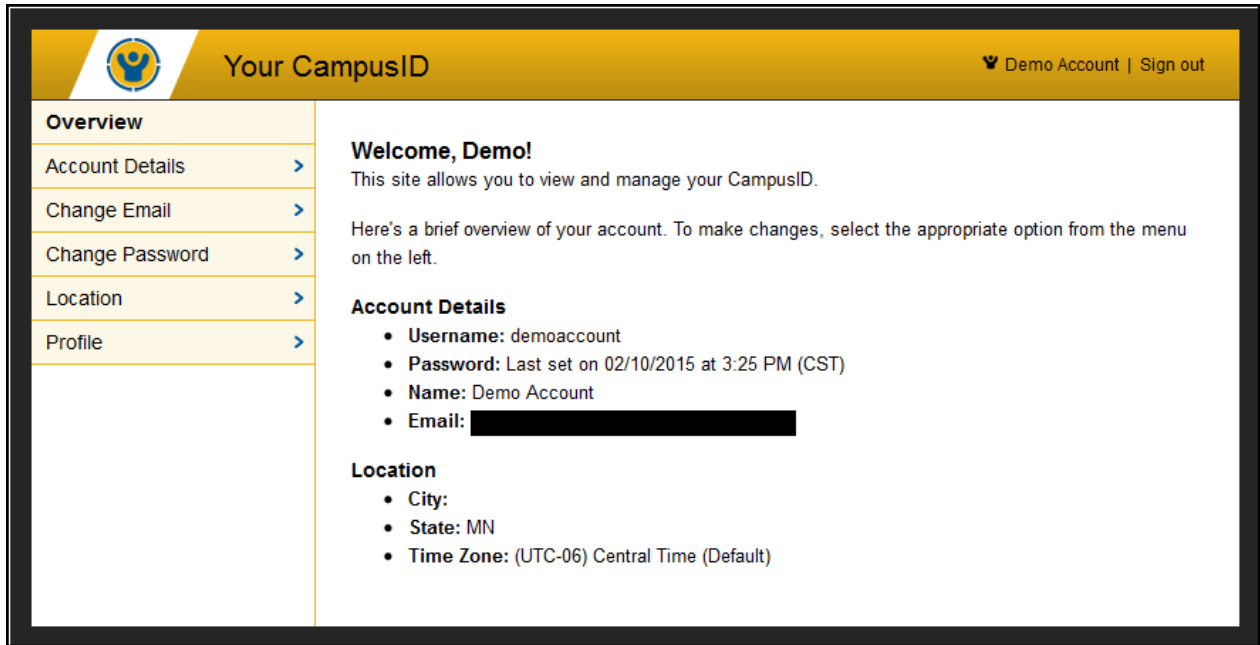
While your CampusID is linked to your district site, CampusID data is managed outside of your district site. Your CampusID password and other account details need to be managed separately from your Campus login.

To manage your account details, click your name in the header of the Campus Community.



# Account Details

Account Details are used to identify you as the owner of your account. Please note that your username cannot be changed once it has been created.



## 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 your CampusID Password

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 **Change Password** to save.

The screenshot shows the 'Your CampusID' user interface. On the left is a navigation menu with items: Overview, Account Details, Change Email, **Change Password** (highlighted with a red border), Location, and Profile. The main content area is titled 'Change Password' and includes 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 July 31, 2011 at 9:17 PM (MDT)'. There are three input fields labeled 'Current Password\*', 'New Password\*', and 'Confirm New Password\*'. At the bottom of the form is a blue button labeled 'Change Password' with a right-pointing arrow.

## Changing Your CampusID Email

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

1. Select **Change Email** from the menu.
2. Confirm your **Current Password** for security purposes.
3. Enter the new **Email Address**.
4. Click **Change Email** to submit the change.

The screenshot shows the 'Your CampusID' user interface. On the left is a navigation menu with items: Overview, Account Details, **Change Email** (highlighted with a red border), Change Password, Location, and Profile. The main content area is titled 'Change Email' and includes 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 sample@infinitecampus.com'. There are two input fields labeled 'Current Password\*' and 'Email Address\*'. At the bottom of the form is a blue button labeled 'Change Email' with a right-pointing arrow.

