

Trumbull Public Schools Infinite Campus Portal

What is the Infinite Campus Portal?

The Infinite Campus Portal is a parent-specific login which allows access to the new *Infinite Campus* student data system. It makes student information available to authorized parents and guardians.

Will I need any special software to access the Portal?

The following are the minimum hardware and software requirements:

- Internet Access – a minimum dial-up modem speed of 56Kbs
- Computer – Mac or PC with processor speed of 500Mhz or better
- Web Browser – Microsoft Internet Explorer 5.0 or later, or Firefox
- Adobe Acrobat Reader – a free document reader that will allow you to read reports (Report Cards, Progress Reports, etc.)

I do not have a Username and Password to the Portal. What Should I do?

[Download this form and sent to your child's school.](#)

I forgot my Username/Password. What should I do?

Send an e-mail to portalsupport@trumbullps.org. Please include your full name, address, and phone number, as well as the name(s) and school(s) of your child(ren).

How often is information on the Portal updated?

Schedule, Attendance, and Behavior data are updated in real time. Reports (Report Cards, Progress Reports) are available for viewing as soon as they are released by the schools.

Can anyone else see my child(ren)'s information?

Parent/Guardian users can view only their own child(ren)'s information. Keep your login and password safe. If you need to change your password, click on *Change Account Info* at the bottom of the left pane (directly above *Log Off*). From there, you may change your password.

What are the terms of use for the Portal?

Access to the Portal is a privilege, not a right. Users are expected to adhere to the following guidelines:

1. Users shall act in a responsible, legal, and ethical manner.
2. Users are responsible for keeping their own passwords confidential and should take all reasonable precautions to prevent others from being able to access their accounts.
3. Users shall not share their passwords with anyone.
4. Users shall not set their computers to log-into Campus automatically.
5. Users who identify a security problem with the Portal shall notify the school district immediately.
6. Users shall not attempt to gain unauthorized access to Infinite Campus or go beyond access authorized by the district. *This includes attempting to log in through another person's account or access another person's data.*
7. Users shall not make deliberate attempts to disrupt the system or destroy data.
8. Users shall not deliberately cause damage to the district's equipment or network, or assist others in doing the same.
9. Users shall not attempt to harm or destroy data of another user or the district network by spreading viruses or through other means.
10. Users shall not use the Portal for any illegal activity, including violation of Data Privacy Laws. Anyone found to be in violation of these laws may be subject to Civil and/or Criminal prosecution

The following pages illustrate some of the features of the Portal.

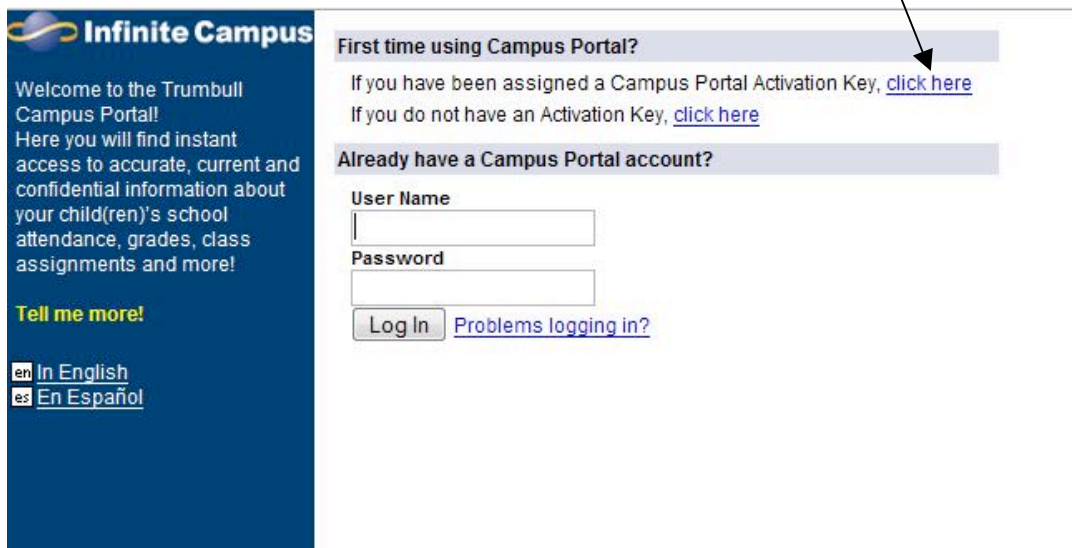
First time Portal Access

To access the Portal for the first time, you must have an activation key. You should have received a letter with one Key for your household. If you did not receive one, send an e-mail to portalsupport@trumbullps.org. Include your full name, address, and phone number, along with the name(s) and school(s) of your child(ren). Once you have your Key, type the following url into your browser:

<https://64.251.52.22/campus/portal/trumbull.jsp>

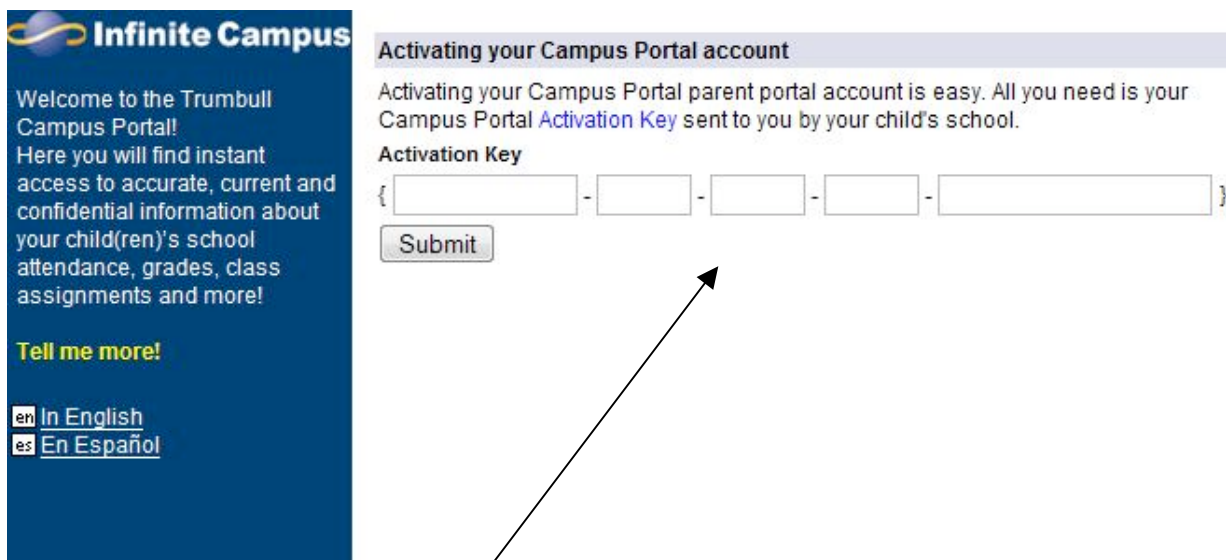
You will see the following screen.

Click here.



The screenshot shows the Infinite Campus login interface. On the left is a blue sidebar with the Infinite Campus logo and a welcome message: "Welcome to the Trumbull Campus Portal! Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!". Below this is a "Tell me more!" link and language options for "In English" and "En Español". The main content area has a header "First time using Campus Portal?" with two links: "click here" for users with an activation key and "click here" for those without. Below that is a section "Already have a Campus Portal account?" with input fields for "User Name" and "Password", a "Log In" button, and a link for "Problems logging in?". An arrow from the text "Click here." points to the first "click here" link.

You will then see the following screen:



The screenshot shows the Infinite Campus activation page. The left sidebar is identical to the previous screen. The main content area has a header "Activating your Campus Portal account" and a message: "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." Below this is an "Activation Key" section with a form consisting of five input boxes separated by hyphens, enclosed in curly braces. A "Submit" button is located below the form. An arrow from the text "Enter the Key in the boxes above:" points to the first input box of the activation key form.

Enter the Key in the boxes above:

You will be prompted to choose a Username and Password.

Note: It is possible that you may try to choose a Username that already exists in the system. If *jsmith* is already in use, try *johnsmith* or *johnqsmith* or *johnsmithjr*, etc.

Passwords must be at least six characters long and may contain letters or numerals.

Please be aware that Usernames and Passwords are case sensitive. If you chose **jsmith** as a Username, **JSmith** will not allow you to log in.

Once you have set up your Username and Password, you will proceed to the Main screen (next page). Each subsequent time you go to the Portal site, you no longer need your Key. Simply login in on the access screen.

Infinite Campus

Welcome to the Trumbull Campus Portal!
Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!

Tell me more!

en [In English](#)
es [En Español](#)

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?

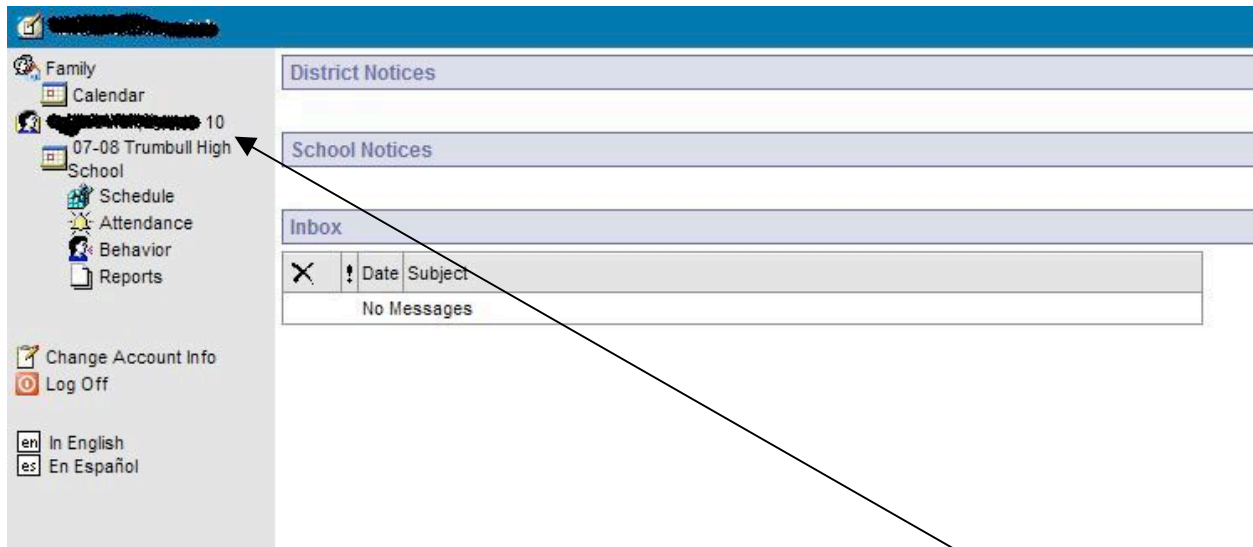
User Name

Password

[Problems logging in?](#)

The Main Screen

Once you have logged in, you will see the main screen:



Your children will be listed on the left of the page, along with their current grade. If you have more than one child, the others will be listed under the first one. For each child, you will see four choices: ***Schedule, Attendance, Behavior, and Reports***. Click on the text (not the icons) to access the desired information about the desired student.

On this screen, you may also change your password by clicking on ***Change Account Info***

Click Log Off when you are finished with your session.

The Schedule Screen

Student's Schedule for 07-08 Trumbull High School

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

	Term Q1	Term Q2	Term Q3
01	203-3 H/English 10 (Day A, B, C, D) Schultz, Abigail Jane Rm: B01		
02	349-1 H/Span.III (Day A, B, C, D) Michele Slais Rm: C30		
HR	HR-M-23 Homeroom - M-Wing (Day A, B, C, D) Turtoro, Martha Rm: M23		
03	659-3 Honors Algebra II (Day A, B, C, D) Kaminski, Scott Rm: A04		
04	713-1 Marching/Symp Band (Day A, B, C, D) Horton, Peter Rm: M17		
05	LUNCH1-2 LUNCH1 (Day A, B, C, D) Timpanelli, Lucinda Rm: COM		LUNCH2-2 LUNCH2 (Day A, B, C, D) Timpanelli, Lucinda Rm: COM
06	897-2 H/Global Insights (Day A, B, C, D) Blanc, Richard Rm: A06		
07	STUDY-1161 STUDY HALL (Day A) Albers, Jonathan Rm: A24		772-6 PE 10 (Day A, B, C) Dankulich, Michelle Rm: GYM
	STUDY-1162 STUDY HALL (Day B) Albers, Jonathan Rm: A24		8030-4 Hon Biology Lab (Day D) Winters, J.Douglas Rm: B21
	STUDY-1343 STUDY HALL (Day C) Frugone, Laura Rm: B08		
	8030-4 Hon Biology Lab (Day D) Winters, J.Douglas Rm: B21		

You will see your child's schedule, including Courses, Teachers, Days, and Rooms through the current term (marking period).

High School and Middle School schedules will look slightly different.

While there are no Elementary schedules per se, elementary students *are* scheduled into a *homeroom*.

The Attendance Screen

On this screen, you can view your child’s attendance, period by period (Homeroom period for elementary students).

Term	01	02	HR	03	04	05	06	07	08	09	CN
Term Q1											
Absent	0	0	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0
Term Q2											
Absent	0	0	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0
Term Q3											
Absent	0	0	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0
Term Q4											
Absent	0	0	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0

Date	01	02	HR	03	04	05	06	07	08	09	CN
02/14/2008	A	A	A								
12/05/2007	A	A	A	A							
11/20/2007				A				A	A	A	

Legend
 A = Absent
 T = Tardy
 E = Early Release
 Yellow = Unknown
 Red = Unexcused
 Green = Exempt

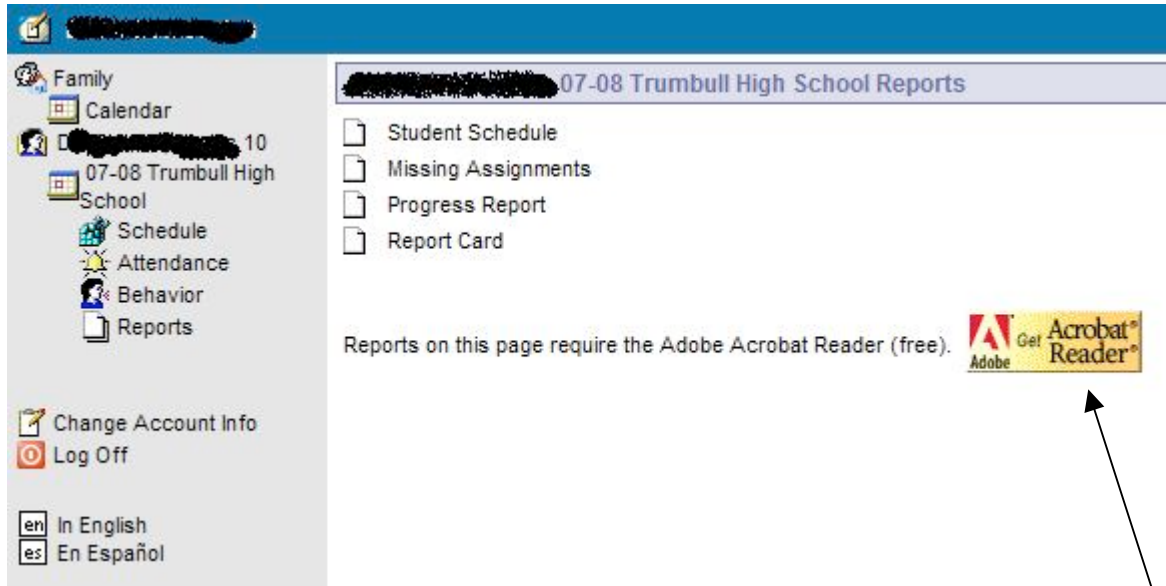
You will see summaries by term (marking period), as well as detail for those dates for which there is an Attendance “event”.

- **Unknown** absences are those for which a resolution has not been determined (Excused vs. Unexcused)
- **Exempt** absences represent occasions where a student was not in class, but the absence is not held against him/her (i.e. class trips, concerts, etc.)

The Behavior Screen

On the Behavior Screen, you may view details of Behavior Events for your child. At this time, only those events which result in **Expulsion** or **Suspension** are recorded.

The Reports Screen



This screen requires that Adobe Acrobat Reader be installed on the user's computer.

It is downloadable, free software that can be downloaded (if you don't have it) by clicking on the Adobe icon.

This screen allows parents to access (and print) the following documents:

Student Schedule - A *printable* version of the schedule seen on the schedule page.

Missing Assignments – *NOT AVAILABLE AT THIS TIME*

Progress Report, Report Card – These are the names of reports at the High School and Middle Schools. Elementary parents will see choices like: **Kindergarten Report Card, Grade 1 Report Card, and Grade 2 Report Card**. Only the report(s) that apply to your child *for the current year* are applicable.

The Trumbull Schools may add additional reports (especially at the elementary level) in the future, making various Assessment data available for viewing.