



DeWitt Public Schools  
Infinite Campus Portal  
Student Information Guide

## How do I get access to the portal?

Students will have a user account created for the portal when they get their login for the network (they must have their Acceptable Use Policy on file in the office of their building to gain access). The **user name** for students is the same as their **network login**. If a student hasn't yet been assigned a network login (e.g. they are below 4<sup>th</sup> grade) their login and password will be provided on an as needed basis from their teacher. The initial password for 4th-12<sup>th</sup> grader accounts is **panthers10**.

To log in to the system

1. Open a web browser and go to <https://campus.ccesa.org/campus/portal/DeWitt.jsp>
2. If a security error message displays on your screen, please click "Continue to this website (not recommended)".
3. Enter your user name and password and press Log In.

Please note that if you try to log in 3 time unsuccessfully, the IC portal will lock you out. The only way to gain access again is to call for technical support.

Also note that parents have their own login information that they can use to check their child's grades. Parents should use the parent login only as this is the one that will allow access to multiple children in a family.

If you have any problems accessing the IC portal, please contact the technology department by calling 517.668.3590 or e-mailing [helpdesk@dewittschools.net](mailto:helpdesk@dewittschools.net)

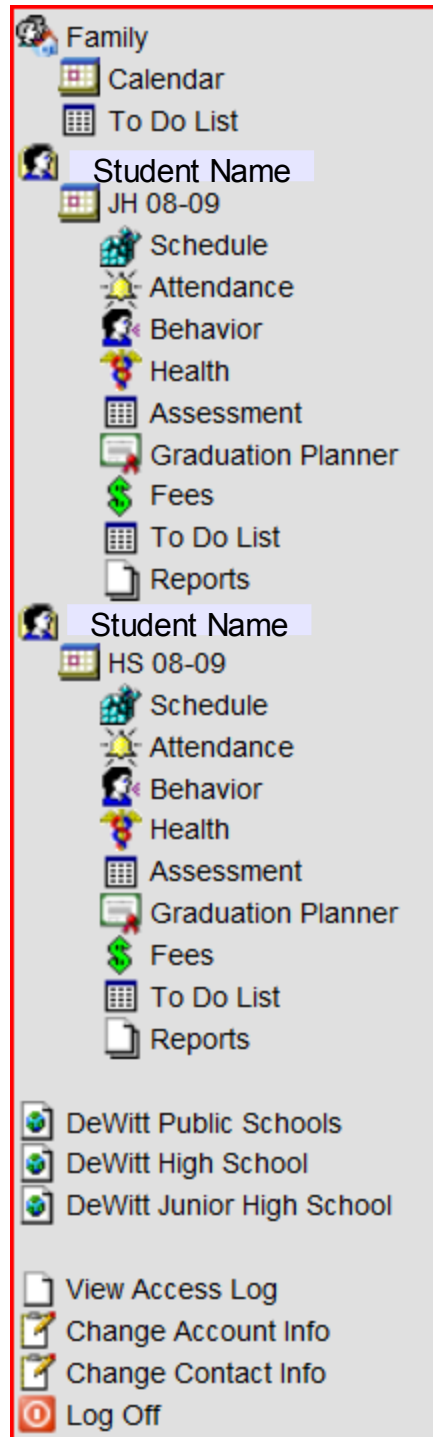
## What software do I need?

The IC portal runs in most browsers, however Internet Explorer or Firefox are recommended.

In order to view reports you will need to have a current version of Adobe Reader installed on your computer. This free software can be found at <http://www.adobe.com>

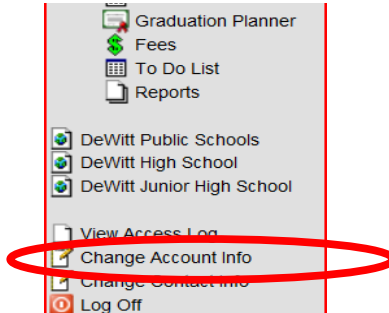
## How do I get around in the portal?

On the left hand side of the screen an index of the links available in the portal will display. Each item listed can be clicked to display the contents of that item.

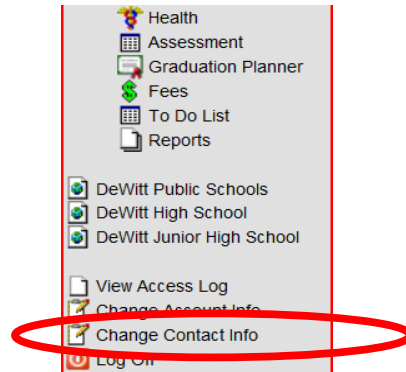


## How do I change my account information in the portal?

You may find it helpful from time to time to change your password for the portal (you cannot change your username). To change your password, select Change Account Info.



You may also change your e-mail address and the type of alerts you get from Infinite Campus by clicking Change Contact Info.



Enter your new e-mail address and click the type of alerts you'd like to have sent to your e-mail address. You will **not** have access to alerts, this is for parents only.

Email Address:

### Instructions:

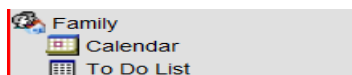
For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message.

	High Priority	Attendance	Behavior	General	Teacher
Email ( <input type="text"/> )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

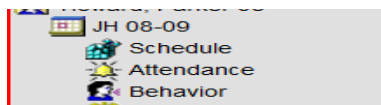
† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language

The family section is designed to show information from other family members that you have rights to view. It is likely as a student that you will only see your own data here.



To view your own calendar, select the calendar from under your name.



Other individual student information is listed in items below this calendar. The items available include:

**Schedule:** Access to scheduled classes, attendance and grades. Click on the teacher name to e-mail the teacher for that class. Click on the class title (when you see an A+ symbol) to bring up grades for that subject.

= Click on Class Name for Current Assignments and Scores

= Click on Teacher Name for Email

	Term NW 1	Term NW 2	Term NW 3	Term NW 4
<b>Block 1</b>	<b>805A-1 U.S. HISTORY</b> Aldrich, L. Rm: 104	<b>805B-1 U.S. HISTORY</b> Aldrich, L. Rm: 104	<b>325-1 ACTING 1</b> Croley, J. Rm: 420	<b>806-1 HIS.VIA MEDI</b> Garrod, M. Rm: 236
<b>Block 2</b>	<b>703A-1 BIOLOGY</b> Acre, B. Rm: 226	<b>703B-1 BIOLOGY</b> Acre, B. Rm: 226	<b>510A-6 ALGEBRA 2B</b> Cunningham, M. Rm: 117	<b>510B-6 ALGEBRA 2B</b> Cunningham, M. Rm: 117
<b>Pride</b>	<b>SEM10A-8 SEM 10A</b> Norman, L. Rm: 220	<b>SEM10B-8 SEM 10B</b> Norman, L. Rm: 220	<b>SEM10C-8 SEM 10C</b> Norman, L. Rm: 220	<b>SEM10D-8 SEM 10D</b> Norman, L. Rm: 220
<b>Block3</b>	<b>509A-2 ALGEBRA 2A</b> Cunningham, M. Rm: 117	<b>509B-2 ALGEBRA 2A</b> Cunningham, M. Rm: 117	<b>702A-4 EARTH SCI SYS</b> Bright, B. Rm: 122	<b>702B-4 EARTH SCI SYS</b> Bright, B. Rm: 122
<b>Block 4</b>	<b>371A-2 SPANISH I</b> Lint Perez, S. Rm: 106	<b>371B-2 SPANISH I</b> Lint Perez, S. Rm: 106	<b>305A-9 ENGLISH 2</b> Lafay, J. Rm: 205	<b>305B-9 ENGLISH 2</b> Lafay, J. Rm: 205
<b>Activity</b>	Empty			

**Attendance:** Shows a live view of current attendance. Please note that if a child has perfect attendance, the parent will not see any attendance marks, it will say “Student has not received any attendance marks”.

**Behavior:** Shows any behavior referrals and resolutions.

**Health:** Shows the schools record of the student's shot record.

**Assessment:** This area will show at a later time. It will include state testing scores.

**Fees:** Will show any \$\$ owed to the district for student activities.

**To Do List:** This will show any assignments that are in gradebooks that haven't been graded. If assignments are in red, the due date has passed. Please check with the teacher to determine if these items are truly overdue or are just items he or she hasn't yet graded.

**Reports:** Several reports are available for printing purposes. Please note that Acrobat Reader is required to view these documents.

Any questions about grades, attendance or any other information in the portal should be directed to your teacher. E-mail contact information is available within the portal on the schedule for each class. Phone contact information is available on the district web site: <http://dewittschools.net/ourdistrict/staffdir/>

Any question about accessing the portal should be directed to the technology department helpdesk: 517.668.3590 or [helpdesk@dewittschools.net](mailto:helpdesk@dewittschools.net)