

## Parent instructions for using Infinite Campus

To access Infinite Campus through the Parent Portal, go to [worthington.k12.oh.us](http://worthington.k12.oh.us) and scroll down to the Portal Login button under “Find It Fast”.

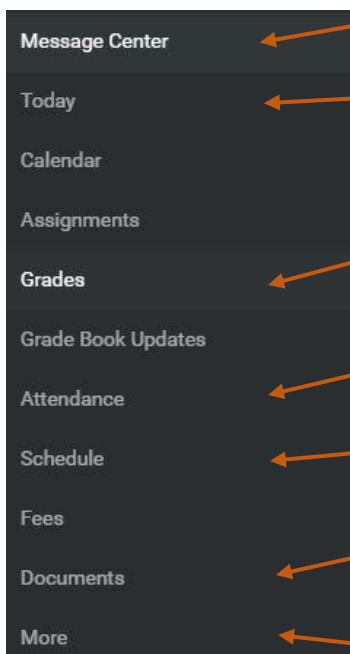


Input parent username and password and click **Log In**.

If you need your parent login credentials, click [Password Recovery Link](#) under Quick Links on the district homepage. Input the email that we have on file for you and click Submit. Your login credentials will be emailed to you immediately.

After logging in, you should see your name in the top right corner of the Parent Portal landing page.

**To view student schedule and grades,**  
**click on the Infinite Campus tile**  
**on the Home page.**



**Message Center** displays recent school communications

**Today** shows assignments due today and tomorrow. *For families with multiple children, toggle on the top right to select which child you would like to view.*

**Grades** displays grades for each course. Select term or quarter on top of page.

**Attendance** shows all absences and tardies. Click on course name to open a more detailed view.

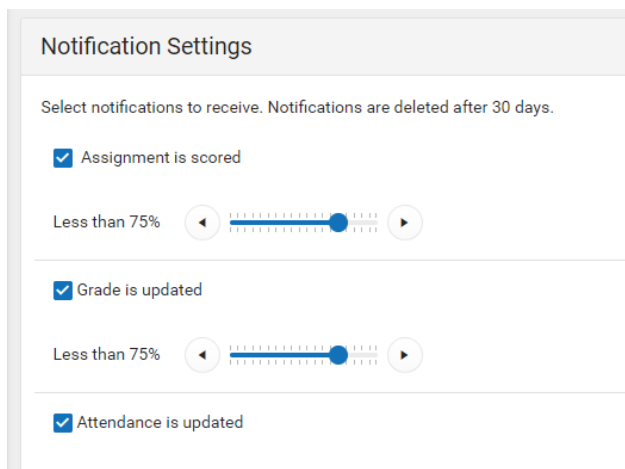
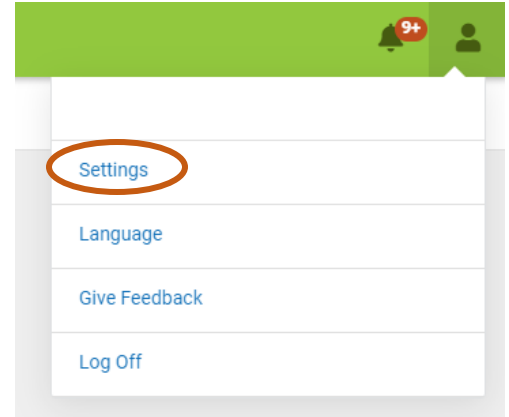
**Schedule** shows period, course, classroom and teacher

**Documents** allows you to print a report card or transcript (for high school students). To print an elementary progress report, click on K-3 or 4-5 Progress

**More** shows a full list of student assessment scores

Parents can set **Notifications** in Infinite Campus to receive real-time updates on attendance and grades.

To set notifications, click the Person icon in the top right corner of Infinite Campus and select **Settings**.



Click the box beside each notification that you would like to receive.

You can adjust the scale for grading.

Click **Save**.

Infinite Campus offers a Parent app and Student app for your mobile iOS or Android device.

Your district-provided login credentials will work to log in to the app.

If you have set notifications for your account, make sure that **push notifications are on** and that you click "stay logged in" when logging in so that notifications will come through.

