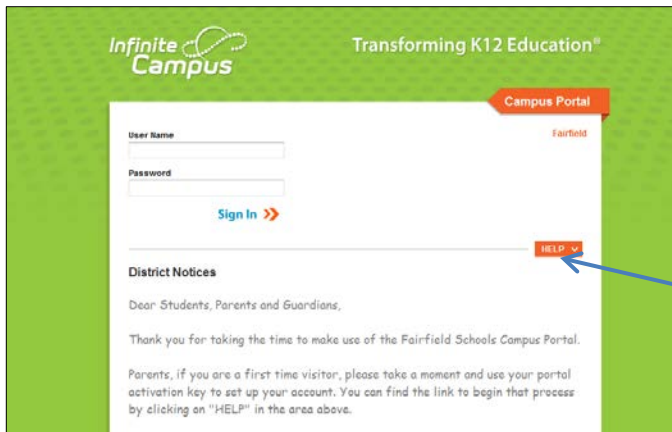


# Infinite Campus Parent Portal: FAQs for first time Sign In

**What information is available on the parent portal?** General demographic information regarding your student(s) and your household is available, and can be updated. Grades, Attendance and assignments are posted for your review.

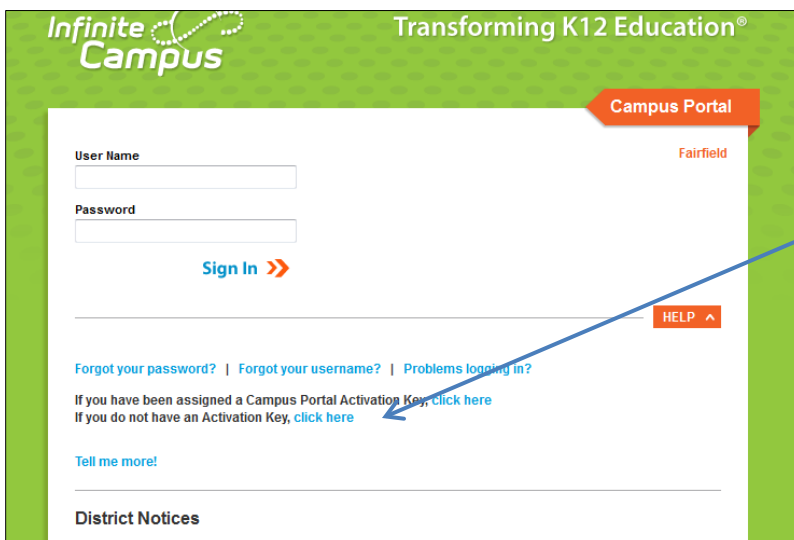
## Sign In to Infinite Campus Parent Portal:

<https://campus.fairfieldschools.org/campus/portal/fairfield.jsp>



**Already created your user name?** Type in your user name and password on the Sign In screen. Please remember the password is case sensitive, so make sure your caps lock is off.

To get to the activation code- click on "HELP" it will expand the box as shown below providing the area to **set up** your account with your activation key



**Need an Activation Key?** Lost or never received your activation code?

"Click here"

Or Please email [reghelp@fairfieldschools.org](mailto:reghelp@fairfieldschools.org) for directions for getting one sent to you.

**Is there a smartphone/tablet app for the portal?** Yes, available for iPhones, Android and Kindle. Go to the Fairfield Public Schools website for more details about apps.

The district ID required to set up the app on your phone/tablet is: **GRQDNG**



# Infinite Campus Parent Portal: Update Emergency Contact Information

You may edit any area that shows an “update” button by clicking on it and updating the information.

## **MESSAGE CONTACT PREFERENCES:**

**This area is very important** as this is where you indicate to the district how you wish to be contacted for various types of communication, **including messages from the district for emergency closures, early dismissals, medical emergencies and teacher communication.**

Click the tab labeled **Contact Preferences**

View your contact methods (household phone, cell phone, work phone, email) to ensure accuracy

- You may click more than one in each category. You may update this area at any time.
- Text messaging is only available on cell phones that allow texting
- Voice calls may come very early in the morning (i.e. 5:30 am) for closures or delays
- **If you do not select a method, you will not receive messages for those events.**

Click **“Save”** when you have completed your selections.

## **UPDATE PHONE AND EMAIL:**

It is **important to add your phone and email** for teacher communications.

Click the tab labeled **Family Members**

You may update your phone numbers and email addresses for all members of your family

Click on the **Update** button nearest the area you wish to update

Name	Relationship with Caroline	Contact Order	Guardian
Smith	Father	2	Yes
Smith	Mother	1	Yes

The update window for that area will appear:

**\* First Name:** [ ] **\* Last Name:** [Smith]

Middle Name: [ ] Suffix: [ ]

**\* Gender:** [ ] Email Address: [ ]

Cell Phone : [ ] [ ] [ ] [ ] [ ] [ ] Secondary Email Address: [ ]

Work Phone : [ ] [ ] [ ] [ ] [ ] [ ] Other Phone : (203) 256- [ ] [ ] [ ]

Comments: [ ]

**Send Update** **Cancel**

Complete the information required, and then click **“Send Update”**.

***Please note only home phone numbers will be updated immediately. All other requests will go through a review process and could take several days before appearing on the portal.*** You will receive a notification in your inbox on the portal when your request has been processed.