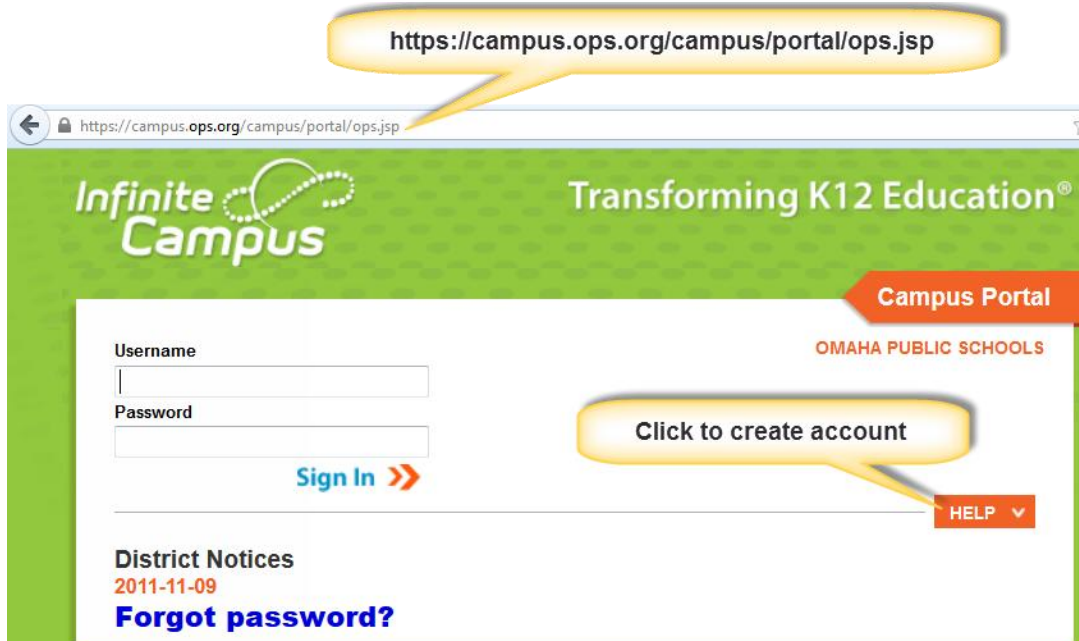# Portal Log In Instructions

STEP 1 To create an account, click *HELP* on the Campus Portal login page.

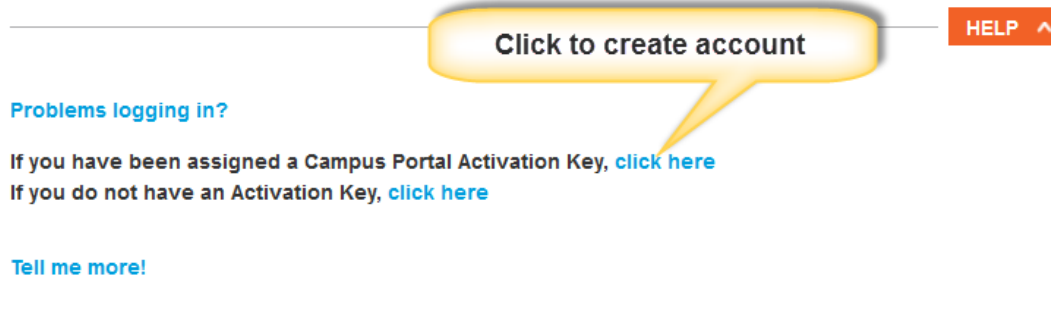(If you already have an account, you can just log in with your Username and Password).

> https://campus.ops.org/campus/portal/ops.jsp

https://campus.**ops.org**/campus/portal/ops.jsp

Infinite Campus   **Transforming K12 Education®**

Campus Portal

OMAHA PUBLIC SCHOOLS

Username

Password

Sign In »

> **Click to create account**

HELP ∨

District Notices
2011-11-09
Forgot password?

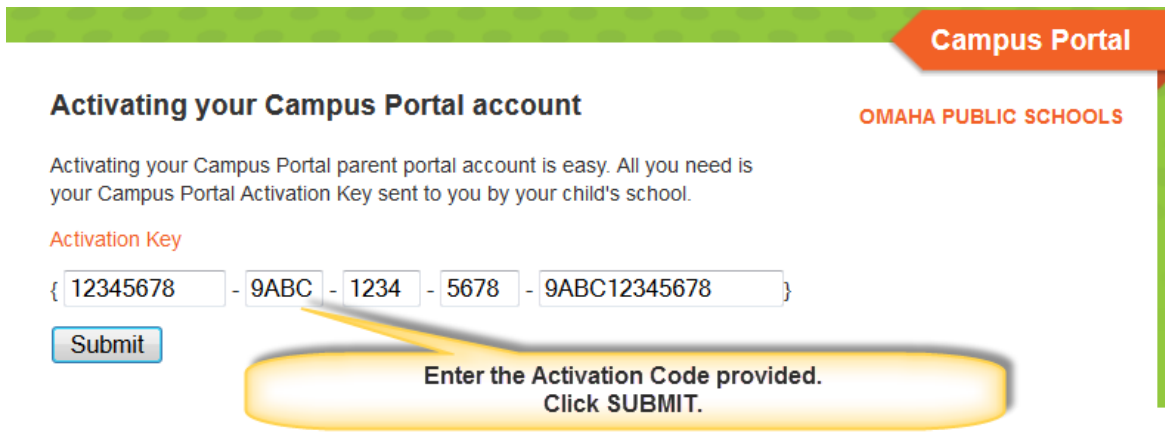**STEP 2** First time using Campus Portal? *Click here.*

> **Click to create account**

HELP ∧

Problems logging in?

If you have been assigned a Campus Portal Activation Key, click here
If you do not have an Activation Key, click here

Tell me more!

STEP 3 Enter your Activation Key.

(Do not add spaces or dashes. If you have a 0 in your key code, it is a number; it is *not* a letter.)

Click *Submit*.

Campus Portal

Activating your Campus Portal account

OMAHA PUBLIC SCHOOLS

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.

Activation Key

{ 12345678 - 9ABC - 1234 - 5678 - 9ABC12345678 }

Submit

> **Enter the Activation Code provided.
> Click SUBMIT.**

STEP 4 Enter your User Name and Password.

Campus Portal
OMAHA PUBLIC SCHOOLS

Campus Portal account creation successful!

Welcome **Albert Einstein**, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

Username

EinsteinA@ gmail.com

> **Enter a User Name**
> If the user name you entered already exists, you will be prompted to enter a different user name

Password

●●●●●●● 84%

Please enter a strong password

Verify Password

> **Enter a New Password and Verify the New Password.**
> The box to the right of the password fields indicates the strength of the new password. Red means weak, yellow means medium and green means strong. Users will not be allowed to save a red or yellow password.
>
> When creating a password, consider the following:
>
> **Content** - Use a short two or three word sentence as your password.
> **Length** - Make your passwords long (8-10 characters is usually sufficient).
> **Combination** - Include letters, punctuation, symbols and numbers.
> **Uniqueness** - Do not use your username or words found in the dictionary.

Create Account

> **Click Create Account**

STEP 5 Return to Login page

Campus Portal
OMAHA PUBLIC SCHOOLS

> **Click here to return to the Portal Login page.**

Campus Portal account creation

Congratulations! You have successfully created your Campus Portal account. **Click here** to enter Campus Portal login page.

STEP 6 Enter your new *User Name* and *Password.* Click on *Sign In.*

Campus Portal
OMAHA PUBLIC SCHOOLS

Username

> **Enter your User Name and Password.**
>
> Click *Sign In.*

Password

Sign In ≫

After 5 unsuccessful attempts to log in your account will be locked. Contact your child's school to unlock the account.

Portal Navigation Instructions

Campus Portal Header

General student information

Select a student.

Sign out when finished.

Albert Einstein, Jr.

085 13-14 Rose Hill Elem
Student Number: 654321
Grade: 01

SELECT A STUDENT ▾

Albert Einstein, Jr.

Frieda Einstein

Welcome Albert Einstein 🏠 Sign Out

Infinite Campus

The parent's name will appear under the Campus Portal header. Choose from the **Select a Student** drop down list to display that student's academic information.

The **Sign Out** is located on the right of the screen.

Use the index on the left to view student information.

Albert	
Calendar	
Schedule	>
Attendance	>
Health	>
Fees	>
To Do List	>
Reports	>
Family	
Messages	>
Household Information	>
Calendar	>
To Do List	>

STUDENT
Calendar: The calendar link that appears under the student's name displays assignments, activities, and attendance events for that student only.

Schedule: See next section for more information.

Attendance: See next section for more information.

Health: Immunization information is available here.

Fees: View fines and fees. This link will be limited to fines since there are no fees associated with any class. Click to see if your child has a balance due.

To Do List: View assignments and due dates for the individual student's classes. (not available at all schools)

Reports: Available reports will vary by school: Student Schedule, Progress Reports, IEPs, Grade Reports, etc.

FAMILY
Messages: View District and School Notices.

Household Information Families can change their household phone numbers.

*Calendar*: The calendar link under the family shows information for all students.

To Do List: View assignments and due dates for all your students' classes. (not available at all schools)

SCHEDULE

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

	Term T1 (08/14/13-10/18/13)	Term T2 (10/21/13-12/20/13)
0	EMPTY	EMPTY
1	060671-0 AP PHYSICS	ICS B 1
2	Burgan, David Rm: 228	
ADV	X00440-82 ADVISEMENT Wed) Allman, M (9th) Rm: 119 Gym-N Start: 08/15/2013	EMENT (Day Wed) Allman, M (9th) Rm: 119 Gym-N
3	040301-0 H ALGEBRA 3 Manning, Robert M Rm: 264	040301-0 H ALGEBRA 3
4	X00311-1 LUNCH Rm: 142-Cafe	
	011901-1 AP ENG LIT & CO	

Click on teacher's name to send an email.

To monitor homework, assignments and grades, click on the class name to open the *Gradebook*.

More information on Grading can be found in the ***Portal Brochure for Grading.***

ATTENDANCE

Attendance

Please contact your school regarding attendance concerns.
Por favor comuníquese con su escuela referente a preocupaciones con la asistencia.

Dates that are highlighted can be clicked to view daily period details.

■ Excused ■ Unexcused ■ Exempt ■ Unknown

Exempt (gray) refers to a school-sponsored event such as field trips, guidance, athletic activities, etc.

Course	Period	Day	Term

Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy
▸ E00100 HOMEROOM GR 1	Pratt, Jodi	3	0
Total		3	0

The ***Attendance*** link under the student's name will show absences the student has received throughout the year. For more information about your child's attendance, contact the attendance office at your child's school.

Contact your child's school for any further questions about Campus Portal.