



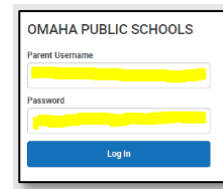
## 22-23 Back-to-School Orientation Directions

**BEFORE attending orientation**, we request that you complete the steps on Page 1 to help you avoid lines. **All tasks on p. 1 can be accomplished online using your student's OPS iPad or personal device.** Support and devices will be available on August 10<sup>th</sup> and 11<sup>th</sup> during orientation should you need technology support.

### STEP 1 Ensure that you can login to the Parent PORTAL

Access to Parent Portal ensures access to student's grades, attendance, and more!

All parents/guardians are highly encouraged to have access to the parent side of Infinite Campus. Parents / Guardians should login to the Parent Portal in Infinite Campus to complete paperwork for the school year and expedite their orientation experience.  
**\*\*You can find directions on this packet.**

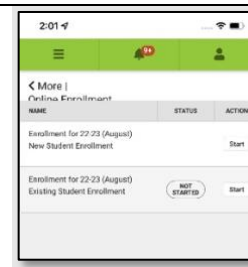


### STEP 2 Complete the Annual Update of Student Information in the PORTAL

Updated Student Information is required yearly to ensure accurate communication.

At the start of each school year, it is required that parents & guardians confirm and update contact and health records **for the safety of our students**. Once logged into the Parent Portal, guardians will be directed to update information for ALL students enrolled in Omaha Public Schools.

*\* If you have moved to a new address, please make sure you bring documentation to orientation to ensure school information is received at the correct home.*



### STEP 3 Complete the Educational Benefits Form (EBF) on SchoolCafe.com >>>

The Educational Benefits Form is the application which can provide your student with a FREE Activity Card as well as many more free and discounted opportunities. Go to [schoolcafe.com](http://schoolcafe.com).

At School Café, you can add money to your student's account for ala carte items, view menus, and keep track of your lunch account.

Contact OPS Nutrition Services at 531-299-9437 with questions.

Scan this code to be directed to OPS School Café:



### STEP 4 Complete and Sign Technology Agreement in PORTAL

OPS Technology Agreements require yearly signatures. Protection plans cover your student's device for one school year.

Inside of the portal, under the menu, please select DOCUMENTS. Please review and provide an electronic signature on the Technology Agreement Form. **Then ask your student to log into the portal from their iPad or device and sign the student version of the tech agreement.**

**\*\*This step, if done at Orientation Night, tends to take the longest. Avoid the line and do it online!**

**OPTIONAL: Purchase Technology Insurance for this school year**

- In Portal, go to **FEES** from the menu> Click **OPTIONAL PAYMENT**> Click **DEVICE PROTECTION**> Add to Cart>Process payment

#### PARENT:

- Go to MENU
- Click Documents
- Locate OPS Tech Agreement
- Initial all boxes
- Electronically sign

#### STUDENT:

Login to IC  
 Sign the student version of the OPS Tech Agreement

### STEP 5 Purchase an activity card.

Activity cards are used at all sports events.

- In Portal, go to **ACTIVITY REGISTRATION** from the menu> Click **NEW REGISTRATION** (blue button)> Click **SHOP**> Click **Activity Card**> Click **Add to cart**> Click **make payment** to process your payment

### STEP 6 Purchase a YEARBOOK by going to yearbookforever.com.

Follow the QR code to the right.  
 Type "Alice Buffett" >Click "Shop the Store">Click "2022-2023"



### STEP 7 Attend Back-to-School Orientation

**Grades 5 & 7: August 10 from 3:00-7:00 p.m.**  
**Grades 6 & 8: August 11 from 3:00-7:00 p.m.**

**BRING** (1) Orientation checklist, (2) student iPad, (3) any prescriptions or medical devices if needed, and (4) cash if needing to purchase any item in person rather than online.

**BE PREPARED** for the student to take a school photo for the yearbook.




**At Orientation Night:**

**Bring this chart with you to Orientation Night and use it to guide your family through activities. Pay close attention to required vs. optional activities.**

Be sure to attain a Bobcat Stamp for all required activities.



REQUIRED STATIONS			
Station	Location	To Do	
Heath Information	Café *garden level	Turn in health forms Immunizations Records	STAMP
Handbook Card	Café *garden level	ALL students are required to sign receipt of our school handbook.	STAMP
School Pictures	Gym *garden level	ALL students are required to have their pictures taken.	STAMP
OPTIONAL STATIONS			
Station	Location	To Do	Additional Information
SAFI/OPS Technology Agreement Parent Portal Access	Main Office *main level	<ul style="list-style-type: none"> <li>Use a school laptop to set up a Parent Portal Account.</li> <li>Fill out all student information and OPS Technology Form.</li> </ul>	This station is designed for those families needing help or families without home internet access.
Class Schedule **having a paper copy of schedules is not required	Commons *main level	<ul style="list-style-type: none"> <li>Pick up a paper copy of your student's schedule.</li> <li>Schedules are available through Infinite Campus.</li> </ul>	Students are welcome to walk their schedule and locate their classes.
Athletics **7-8 <sup>th</sup> Grade only	Commons *main level	Students choosing to participate in any sport will need to fill out a Physical Screening Form.	
iPad Distribution & Troubleshooting <b>**Required for any NEW to Buffett student</b>	Commons *main level	<ul style="list-style-type: none"> <li>NEW to Buffett students will pick up their OPS issued iPad.</li> <li>Current Buffett students needing help with their iPad can stop by to see Mr. Spore.</li> <li>Purchase a new charger if needed.</li> </ul>	Be sure to fill out the OPS Tech Agreement online. Paper copies will be available if needed.
School Store *cash only	Commons *main level	Purchase Buffett Gear	t-shirts: \$10.00 hoodies: \$20.00
Fee/Fines <ul style="list-style-type: none"> <li>Activity Card</li> <li>OPS iPad Protection Plan</li> <li>Yearbook</li> </ul>	Gym *garden level	All Fees and Fines can be paid <b>ONLINE</b> through Parent Portal.  If needing to pay for any of the items listed in person, you can do so at this station	Forms of payment accepted <ul style="list-style-type: none"> <li>Cash</li> <li>Check</li> <li>**NEW this year <b>Credit/Debit Card</b></li> </ul>
PTO *cash only	Gym *garden level	Pay \$5 to join our PTO.	
School Lunch *if needing a paper copy of Educational Benefits Form	Café *garden level	<ul style="list-style-type: none"> <li>Fill out paper application for free/reduced lunch status</li> <li>Pay for ala carte items.</li> </ul>	 <p><b>Scan this code to be go to OPS School Café:</b></p>



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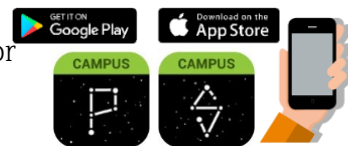
## Directions for logging into the Parent Portal

**\*\*Using the require parent portal requires that you have an email address. If you do not have an email address you can get a free one online at [accounts.google.com](https://accounts.google.com) or [outlook.live.com](https://outlook.live.com).**

### 1

Find and download the application from Google Play, Amazon Apps or App Store. *With the app you can choose to receive PUSH notifications!*

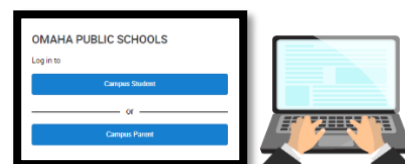
NOTE: To use the app, mobile devices must be on an Android version of 4.4 or later and iOS devices must be on a version of 9.0 or later.



OR

Visit [campus.ops.org](https://campus.ops.org) through a web browser.

Select CAMPUS STUDENT or CAMPUS PARENT (Guardian)



### 2 Already have an account?

1. Enter your **Username** and **Password**.
2. To enable app PUSH NOTIFICATIONS, select **“Stay Logged in”**
3. Click Log In

### Don't have an account?

1. Click **New User?**
2. Enter your **Activation Key** and then **Submit >>>>**
3. Enter a **Username** and **Password** and click **Submit**

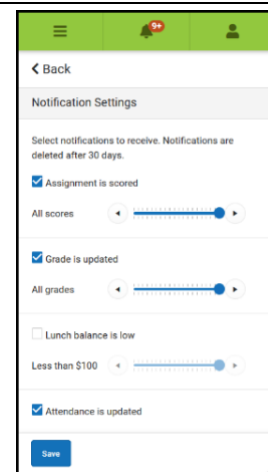
### >>>No Activation Key?

Contact our main office at (531) 299-2320.



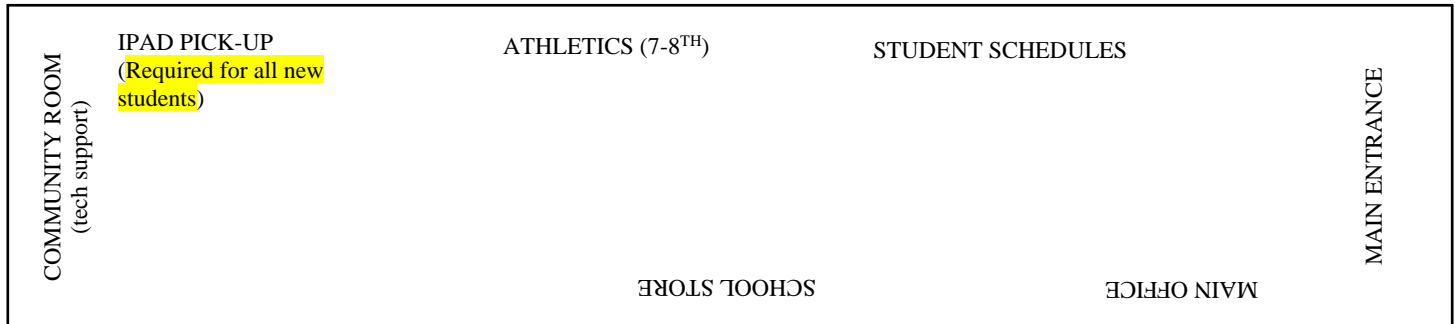
### 3 Notifications are available through the mobile apps. You may need to enable notifications on your device as well, in addition to the app settings.

1. Before you log in, mark **Stay Logged In** to receive notifications.
2. After logging in, click the **user menu** in the top right and then click **Settings** and **Notification Settings**.
3. From there, indicate which types of notifications you would like to receive and set the threshold for notifications. For example, indicate if you only want to receive Assignment notifications if the score is below 70%.
4. Click **Save**.

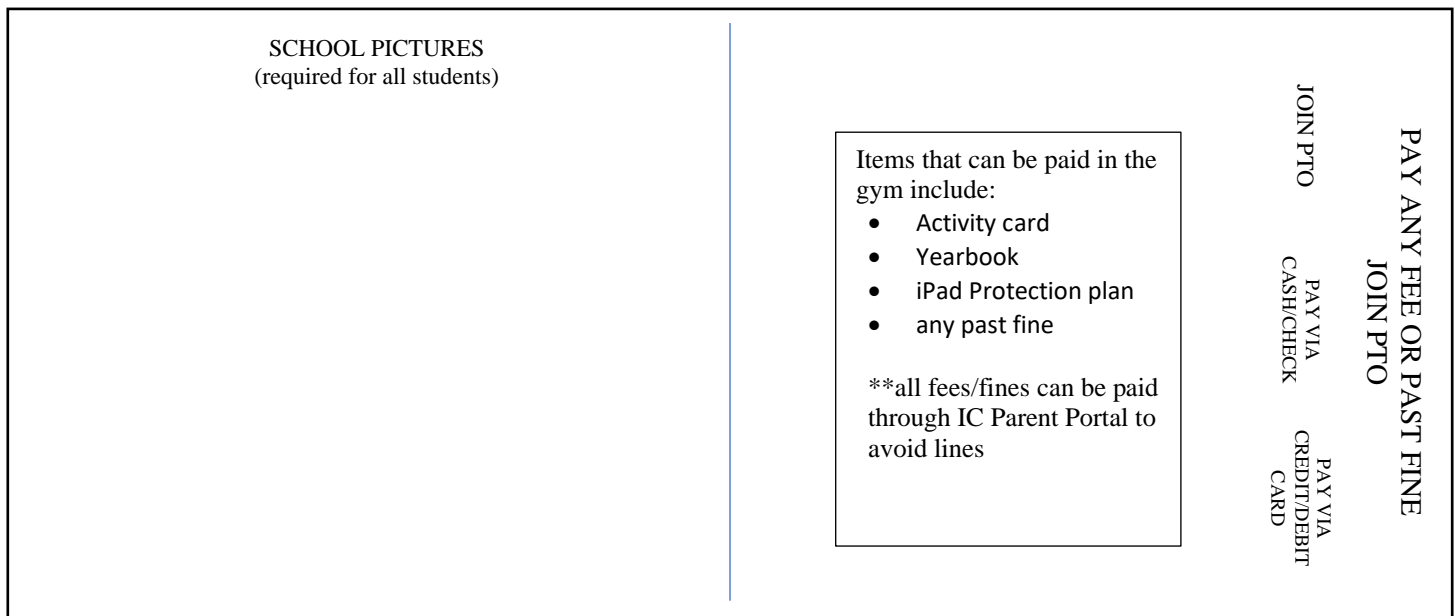




### MAP OF COMMONS AREA



### MAP OF GYM AREA



### MAP OF CAFÉ AREA

