Instructions For Accessing The Infinite Campus Parent Portal

You must have an account with an **Internet Service Provider**, (ISP) such as Atlantic Broadband, AOL.com, Pennswoods.net, or others. Parents without internet access may access the Infinite Campus Parent Portal at the public library or through any computer meeting the requirements below.

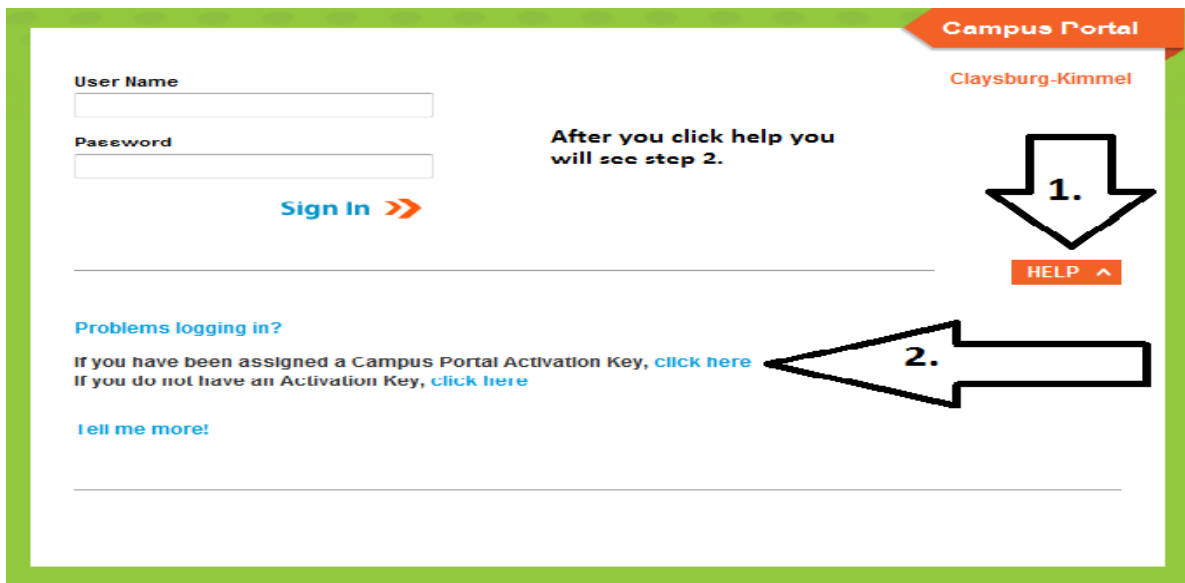**The Internet Explorer version 7 or later, Chrome, Firefox, and Safari** is required.

Operating System Requirements: Windows XP or higher and Mac OS 10.5 or later is recommended.

- If you have not previously accessed your Infinite Parent Portal, please follow the directions below.
- If you have already created your Infinite Campus Parent portal account, pleased go to Step 7 in these instructions to view your student's cafeteria activity or cafeteria account balance and/or to Step 8 to add funds to your student's cafeteria account.

You will need to use the activation code in the attached letter to set up your login and password.
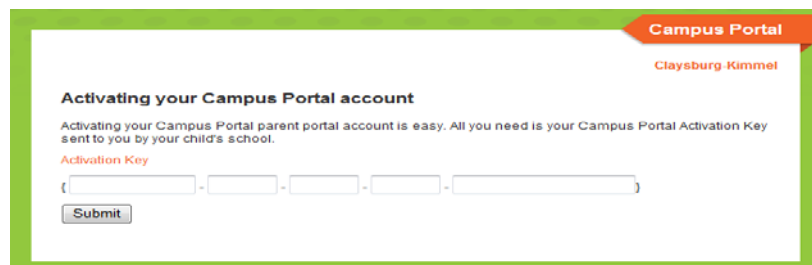
To get to Infinite Campus go to the Bulldogs web page at www.cksdbulldogs.com and on the right under Quick Links click on Infinite Campus..

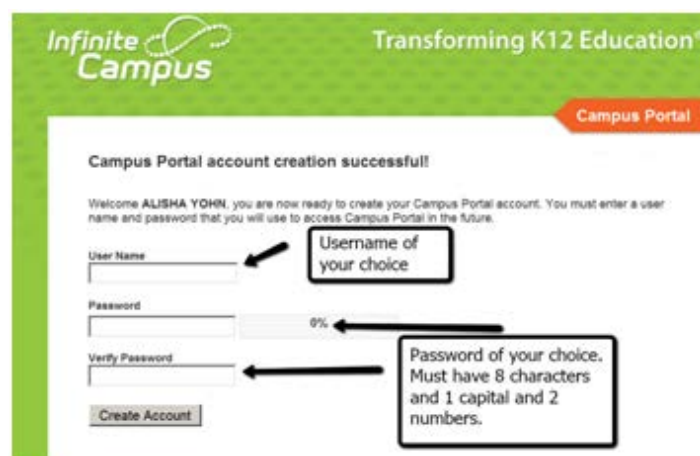1. Click on the Help button and then you will see the Campus Portal Activation link.

2. Click on the link designated in the above picture.

3. Enter **Your Activation Code** that was on the letter given to you and click **Submit**

4. Enter the **user name** of your choice.
5. Enter the new password of your choice two times. You must use at least **one capital**, **one lowercase** letter and **two numbers**.
6. **Create Account**.

Once you set up your username and password, please store it in a safe place. **Your username and password is confidential**.

It is important that you include a valid e-mail address if you have one in your personal profile information. It allows your child's teachers to contact you directly through the e-mail system. It also allows you to retrieve your password should you forget it.

You can also install the I/C app on your phone after your account is created.
Site ID for smart phone is **CJMCYX**

7. Review Activity/Check balance.
   Click on the Food Service tab on the left.
   All of the students in your family should be included on this page.

8. Add Payments
   Click on the Payment tab on the left.
   You will be able to add funds to the accounts of or all of the stunds in your family.

   • Please note: There is a convenience fee charged by Vanco (credit processing company) for online payments. This fee is not a school district fee.
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Frequently Asked Question

Q. Do I have a separate user name and password for each of my children?
A. No. You will be able to access the information for all your children that your have legal rights to view once you are logged on .

Q I lost/forgot my password! How do I retrieve it?

A. Students may request a password from the office personnel at the elementary and high school offices by filling out a request form. Parents can request a password reset by contacting us at 814-239-5141 ext 1356 0r by emailing us at jdodson@cksd.k12.pa.us We are unable to view your passwords due to security….we can only reset them. If you have a current e-mail address in the system you can use the self-retrieval button.

Q. *Who do I contact to discuss my child's grades or a grading issue?*
A. You would contact your child's teacher, guidance counselor or principal if there is a problem with the grade or a grading issue.

Q. I have questions concerning my student's cafeteria account balance/payments?
A. Please email msmithmyer@cksd.k12.pa.us

Q. Do I have to make payments online to view my student's cafeteria account information?
A. No. The information is available to all.