PORTAL

Navigating the Campus Portal

With successful logon, a parent’s Portal account will display a menu of accessible options, for the household as a whole, in the navigation pane located on the left hand side of the screen.

Sign Out and Home buttons appear in the top right corner of the screen, with the Name of the individual logged into the Portal appearing next to these buttons. Click the Home button to return to the Portal homepage (the Messages tab). This page contains the Family and User Account sections of the navigation pane.

The Messages tab is the default page (home page) each time the Portal account is accessed. The Messages tab is shown in the Family section of the Portal menu.
When a single student is enrolled in the district, the **Student Name** will display in the Portal menu, just above the **Family** section of the menu. The student logon screen presents in the same way. The student views a list of options associated with their name, followed by the Family menu.

**Switch Student**
When more than one student is enrolled in the district, the **Switch Student** drop-down menu displays in the upper left of the page. Click the arrow to open the menu, and click the student name to select. Use the Portal menu options, in the **Student Name** section, to view information for that student.

**Switch School**
The **Switch School** option presents itself only when a student is enrolled in multiple schools. This dropdown menu identifies the enrollment that is currently being displayed, and also allows for selection of another school record.
In addition to the Student Name menu, both the Family and User Account navigation menus display on the left side of the page.

The tabs in the Family section apply to all students to which the user has rights. For example, when accessing the Calendar tab from the Family section, a calendar will display assignments, day events and attendance for all currently enrolled students in the household. Selecting the Calendar tab for an individual student, displays only information specific to that student.

**Messages**

The Messages tab is divided into three sections: District Notices, School Notices and the Inbox. If a section contains no information it remains closed, by default. Notices are sorted by start date and continue to display until the expiration date is reached. The Inbox displays student related messages, with newest appearing first. The types of messages depend on the schools’ use of Campus Messenger. Possible messages include missing assignment notices, failing grade notices, attendance notices, surveys and general information notices. Students and parents may view notices by selecting the Messages tab or the Home button in the upper right of the Portal page.