



# Parent Portal Quick Reference

<p>GUID:</p>	<p>Parent/Guardian:</p>
<p><a href="https://campus.dpsk12.org/campus/portal/icprod.jsp">https://campus.dpsk12.org/campus/portal/icprod.jsp</a></p>	<p><b>STEP 1</b> To access the Parent Portal log-in screen click on the Parent/Student Portal link from the school's website or use the web address.</p>
	<p><b>STEP 2</b> First time using Campus Portal? If you have been assigned a Campus Portal Activation Key, <a href="#">click here.</a></p>
	<p><b>STEP 3</b> Enter your Activation Key (GUID) from the information sheet from the school. Click <b>Submit.</b></p>
	<p><b>STEP 4</b> Once your activation key has been accepted, create a User Name (sch#, first initial, last name <b>408jsmith</b>) and Password for your account. Click <b>Create Account.</b></p>



# Parent Portal Quick Reference

**First time using Campus Portal?**  
 If you have been assigned a Campus Portal Activation Key, [click here](#)  
 If you do not have an Activation Key, [click here](#)

**Already have a Campus Portal account?**

User Name

Password

[Problems logging in?](#)

**STEP 5**  
 When the log-in screen reappears, log-in using the newly created User Name and Password.  
 Click **Log In**.

**Kyle Mestas**

- Family
  - Calendar
  - To Do List
  - Mestas, Sarah 10
  - 456 08-09**
  - Schedule
  - Attendance
  - Health
  - Assessment
  - Fees
  - To Do List
  - Reports
- View Access Log
- Change Account Info
- Change Contact Info
- Log Off

<< **September 2008** >>

Assignment (s) Due    
 Attendance Event(s)

Monday	Tuesday	Wednesday	Thursday	Friday
Labor Day 01	Sarah A+ 02	Sarah Sun 03	Sarah A+ 04	Sarah A+ 05
Sarah Sun 08	Sarah A+ 09		Sarah A+ 10	Sarah A+ 11
		Sarah A+ 16	Sarah A+ 17	Teacher Professional Day 18
				19

**STEP 6**  
 After logging in, you will have access to various modules of student information.  
 \*\*Available modules will vary by school.

- Selecting the school calendar, **456 08-09** will give the parent/guardian a quick glance into their student's tardy/absent record as well as missing and due assignments. Simply select the icon to view assignments.

## Parent Portal Quick Reference

- Schedule – student’s period schedule, teacher’s name, room number. Also, view the assignments due and grades from the schedule.
- Attendance – view attendance
- Health – view current information on immunizations.
- Assessment – view testing information.
- Fees – view fees for the current school year.
- Reports – Available reports will vary by school. Transcripts, Report Card, Schedule, Missing Assignments.

**FYI:**  
**GRADEBOOK:** to view the teacher’s gradebook for a particular class, select **Schedule** from the menu After clicking on “**Schedule**” click on the class name for access to the grade book. Only classes with a *notepad and pencil icon* will display a gradebook for your student.

# Parent Portal Quick Reference

<p> <input type="checkbox"/> View Access Log  <input type="checkbox"/> Change Account Info  <input type="checkbox"/> Change Contact Info  <input type="checkbox"/> Log Off    <input type="checkbox"/> In English  <input type="checkbox"/> En Español  <input type="checkbox"/> 简体中文  <input type="checkbox"/> 繁體中文         </p>		<p><b>Other Options:</b></p> <ul style="list-style-type: none"> <li>View your access information</li> <li>Change your password</li> <li>Change Contact Information</li> <li>Log Off</li> <li>View titles in other languages.</li> </ul>																														
<p>           Email Address: kylebaseball@AOL.com              Instructions:            For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message. You may select to receive a message on more than one device. To change or add a phone number you will need to contact your school's administrative offices.         </p> <table border="1"> <thead> <tr> <th></th> <th>High Priority</th> <th>Attendance</th> <th>Behavior</th> <th>General</th> <th>Teacher</th> </tr> </thead> <tbody> <tr> <td>Cell Phone (303)622-2222</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Work Phone (303)777-7777</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other Phone (303) 888-8888</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Email (Sally@AOL.com)</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>           † Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.         </p> <p>           Preferred Language: <input type="text" value="US English"/> </p> <p> <input type="button" value="Save"/> </p>		High Priority	Attendance	Behavior	General	Teacher	Cell Phone (303)622-2222	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Work Phone (303)777-7777	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Phone (303) 888-8888	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email (Sally@AOL.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<p><b>Change Contact Info</b> – you have the ability to change how the District corresponds to you.</p> <p><b>**To change your Phone Numbers – please contact your child's school.</b></p> <ul style="list-style-type: none"> <li>Change your e-mail address.</li> <li>Change which phone number or e-mail the teacher should use.</li> <li>Change which phone number or e-mail the General Message Dialer will use.</li> <li>Change which phone number or e-mail the Attendance Phone Dialer will use.</li> <li><b>Preferred Language –DPS does not use this feature.</b></li> </ul> <p><b>SAVE</b> your changes.</p>
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