

How to Create an Account on the Infinite Campus Portal

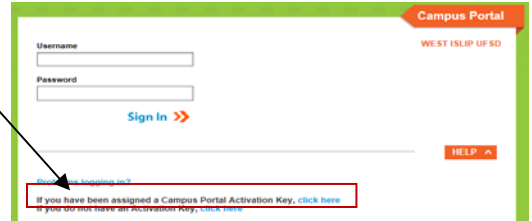
Portal access is available from the Parent Portal link on the District home page at www.wi.k12.ny.us
You will need your Parent Portal Activation Key before completing the following steps.

1. From the Portal main page, click on HELP:



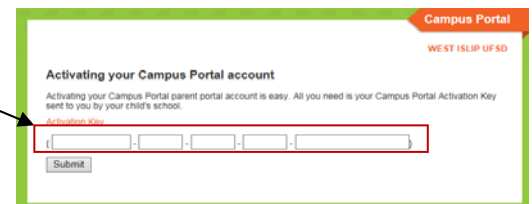
The screenshot shows the top right corner of the Campus Portal login page. The page title is "Campus Portal" and the school name "WEST ISLIP UFSD" is visible. There are input fields for "Username" and "Password", and a "Sign In" button. A red box highlights the "HELP" button in the top right corner.

2. Then select the option for a Campus Portal Activation Key



The screenshot shows the Campus Portal login page. Below the "Sign In" button, there is a link that says "If you have been assigned a Campus Portal Activation Key, click here". A red box highlights this link.

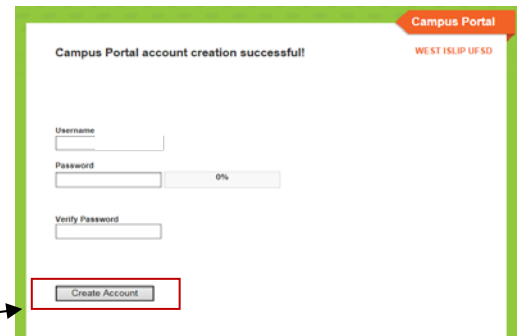
2. Enter the 32 digit Activation Key here.



The screenshot shows the "Activating your Campus Portal account" page. It contains a text input field for the "Activation Key" and a "Submit" button. A red box highlights the "Activation Key" input field.

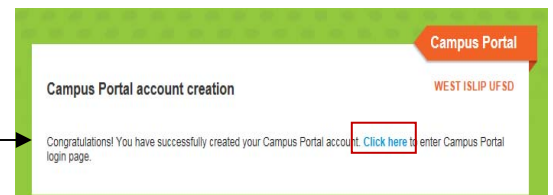
3. You are now ready to create your Campus Portal account.

- Enter a **User Name** - User Names may not include numbers.
- Enter a **Password** - Passwords must include alpha and numeric characters, and be at least 8 characters in length. *You will be prompted to create a strong password.*
- Enter the Password again
- User names and passwords are *case sensitive*.
- Please record information in a place where it will be kept private and safe
- Click on **Create Account**



The screenshot shows the "Campus Portal account creation successful" page. It contains input fields for "Username", "Password", and "Verify Password", and a "Create Account" button. A red box highlights the "Create Account" button.

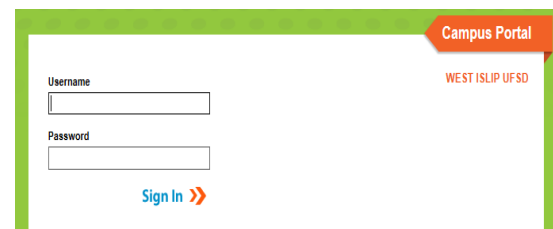
4. After selecting Create Account, you will see that your Campus Portal account was created successfully. Select [Click here](#) and you will be brought back to the *Campus Portal login page*.



The screenshot shows the "Campus Portal account creation" confirmation page. It says "Congratulations! You have successfully created your Campus Portal account." and includes a link that says "Click here to enter Campus Portal login page." A red box highlights the "Click here" link.

5. Once at the *main login page*, you must enter your new **user name** and **password** to access the Parent Portal.

- *Your user account will be locked after three unsuccessful attempts to enter your password.*
- If you do not remember your password, experience problems logging in, or your account is locked, please contact the Portal Help Desk via email or phone at campus.portal@wi.k12.ny.us / 631-930-1571.



The screenshot shows the Campus Portal login page. It has input fields for "Username" and "Password", and a "Sign In" button. The page title is "Campus Portal" and the school name "WEST ISLIP UFSD" is visible.