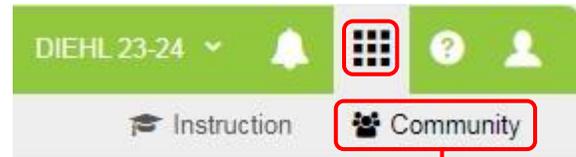


The **CampusID** account gives you access to the Infinite Campus **Community** and **Campus Passport**. These portals provide access to step-by-step instructions for Infinite Campus modules through training videos and product documentation.

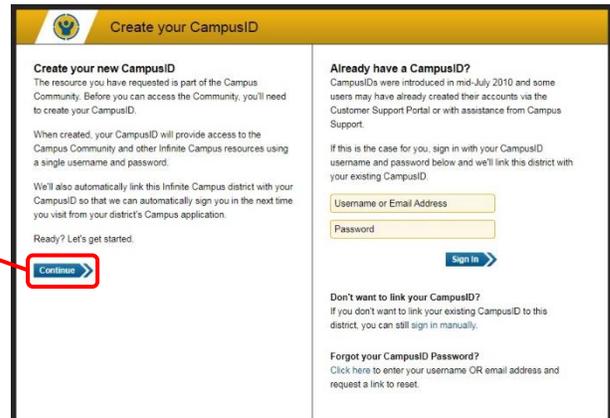
Once your **CampusID** account has been linked to your Infinite Campus account, you will automatically be signed in when you click on the **Community** link in the future.

Creating Your CampusID

1. Log into your Infinite Campus account.
2. Click on the **App Switcher**  icon from the upper right-hand side of the menu bar.
3. Click on the **Community** link.



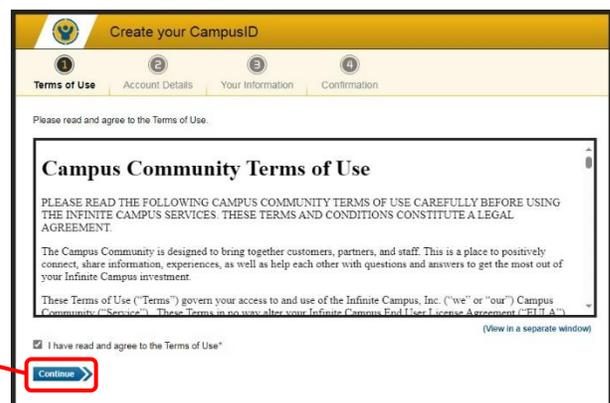
Create your CampusID:
From the **Create your CampusID** window that appears, click **Continue**.



The screenshot shows the 'Create your CampusID' window. It has a yellow header with the Infinite Campus logo and the title 'Create your CampusID'. Below the header, there are two main sections: 'Create your new CampusID' and 'Already have a CampusID?'. The 'Create your new CampusID' section contains instructions and a 'Continue' button at the bottom, which is highlighted with a red box. The 'Already have a CampusID?' section includes a sign-in form with fields for 'Username or Email Address' and 'Password', and a 'Sign in' button. There are also links for 'Don't want to link your CampusID?' and 'Forgot your CampusID Password?'.

Campus Community Terms of Use:
From the **Campus Community Terms of Use** window that appears:

1. Select the **I have read and agree to the Terms of use** checkbox.
2. Click **Continue**.



The screenshot shows the 'Campus Community Terms of Use' window. It has a yellow header with the Infinite Campus logo and the title 'Create your CampusID'. Below the header, there are four tabs: 'Terms of Use', 'Account Details', 'Your Information', and 'Confirmation'. The 'Terms of Use' tab is selected. The main content area contains the text 'PLEASE READ THE FOLLOWING CAMPUS COMMUNITY TERMS OF USE CAREFULLY BEFORE USING THE INFINITE CAMPUS SERVICES. THESE TERMS AND CONDITIONS CONSTITUTE A LEGAL AGREEMENT.' followed by a detailed explanation of the terms. At the bottom, there is a checkbox labeled 'I have read and agree to the Terms of Use*' which is checked. Below the checkbox is a 'Continue' button, which is highlighted with a red box.

Username and Password

From the **Account Details** window:

1. Create a **Username** (This will be visible to other users. Cannot be changed once created.).
2. Create a **Password** (Must be 6 characters long and should include two or more of the following: upper case letters, lower case letters, numbers, symbols).
3. **Confirm Password** is correct.
4. Confirm your **Registration Information** is accurate.

Create your CampusID

1 Terms of Use 2 **Account Details** 3 Your Information 4 Confirmation

Username and Password
Please choose a username and password. You will use these to sign in to sites that accept your CampusID for authentication.
Choose carefully, as your username may be visible to other users and cannot be changed.

Username* is available.

Password*

Confirm Password*

Registration Information
This information is used to identify the owner of the account and is not visible to other users.
We've tried to fill in what we already know about you. Please double check to make sure that it is accurate.

First Name*

Last Name*

Email Address*

[Continue](#)

5. Click **Continue**.

Profile Information:

From the **Profile Information** window that appears, enter the following information: Role/Title, District/Organization, City, State and Time Zone.

Create your CampusID

1 Terms of Use 2 Account Details 3 **Your Information** 4 Confirmation

Profile Information
These fields are optional and are displayed on your public profile.

Role/Title

District/Organization

Location
We'll use your location to provide you with relevant information and to display dates and times using your local time zone.
Please note that your city and state may be visible to other users.

City

State*

Time Zone*

[Finish](#)

Click **Finish**.

You CampusID Has Been Created:

You will receive a message stating that your **CampusID has been created**. You will need to verify/activate your CampusID account via the email that you provided during the account setup process.

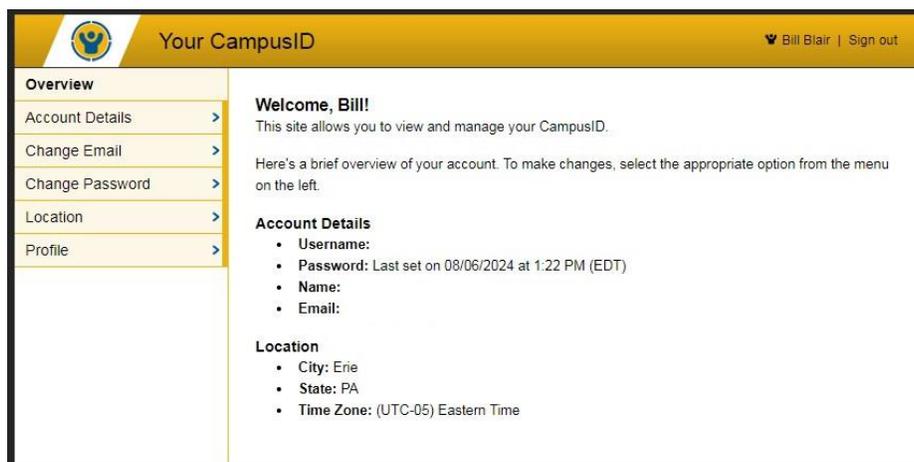


Modifying User Settings

Account Details:

To change your CampusID account information, click on your name from the upper right-hand corner of the menu bar.

From the window that appears, you can review your Account Details and make changes to the following: email, password, location and profile.



Note: Changes that you make to your CampusID account do not affect your District Infinite Campus account. CampusID data is managed outside of the EPS Campus site.

IT Support

CampusID Account Setup:

If you have questions regarding the setup of your **CampusID Account** after reviewing the steps above, please submit a support request via email to epssupport@eriesd.org.