

How to Update Your Security Preferences in the Campus Parent Portal

To better protect your privacy, the Campus Parent Portal will feature increased security starting Thursday, October 24, 2013. This change is being implemented by the Infinite Campus company to further improve this very secure system.

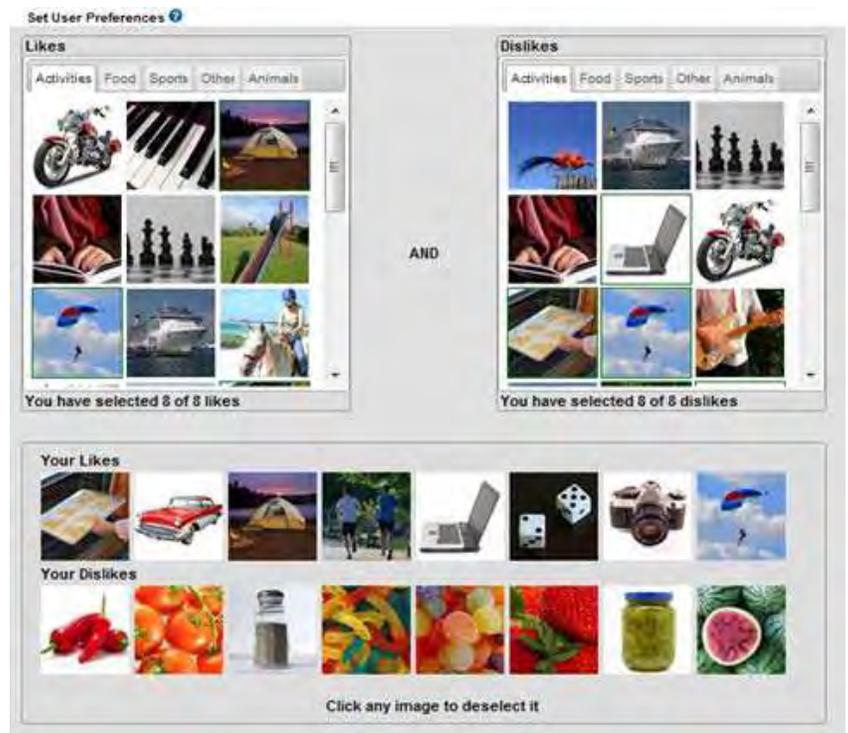
The first time you log into the Portal on or after October 24, you will be prompted to update your security preferences. You must complete this update before you can utilize the new “Forgot Your Password” function, which will allow you to reset your Portal password online. (You will no longer be able to retrieve your password by e-mail.)

Here’s what you will see when you log in:



The security preference update entails selecting eight images that you like and eight that you dislike (see screen at right). In the future, if you need to reset your user name and/or password, these images will be used to confirm your identity.

You must also provide a valid e-mail address, preferably **the same one** at which you already receive messages from the school district. (Please note that if you enter a different e-mail address, it will not automatically update the contact information we have on file for you.)



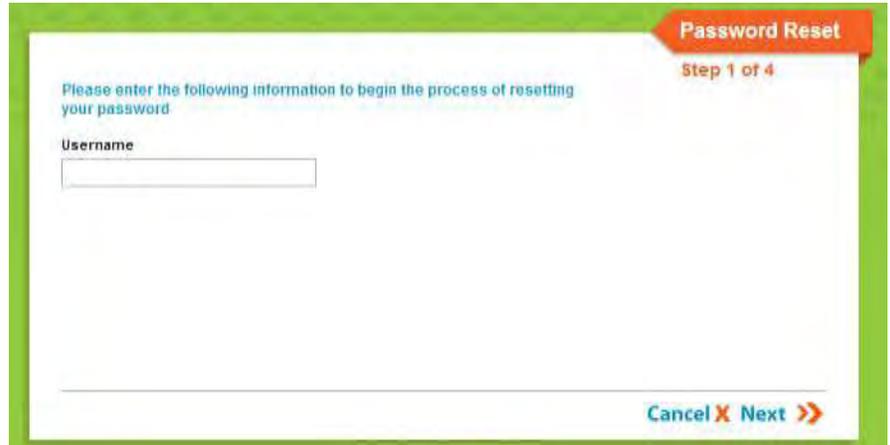
If you are unable to complete the above process, we’re here to help. Please contact us via email: infinitecampus@greatneck.k12.ny.us

How to Reset Your Password for the Campus Parent Portal (NEW)

In the future, if you forget your password for the Campus Parent Portal, you will have the ability to reset it online. You must have already updated your security preferences as previously instructed. (You will no longer be able to retrieve your password by e-mail.)

1. On the Campus Parent Portal login page, click orange **HELP** button.

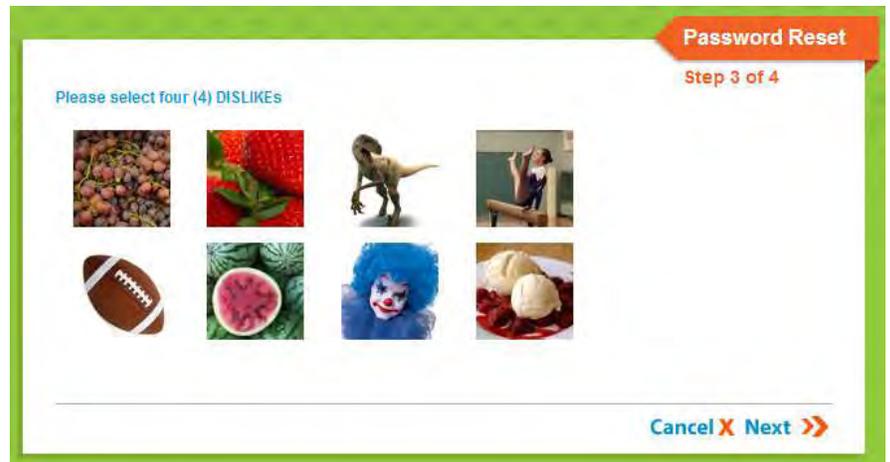
2. Click the link that says, “**Forgot Your Password?**” You will see the screen at right. Enter your user name and click **Next**.



The screenshot shows the first step of a password reset process. At the top right, there is a red banner that says "Password Reset" and "Step 1 of 4". Below this, the text reads "Please enter the following information to begin the process of resetting your password". There is a label "Username" above a single-line text input field. At the bottom right, there are two buttons: "Cancel X" and "Next >>".

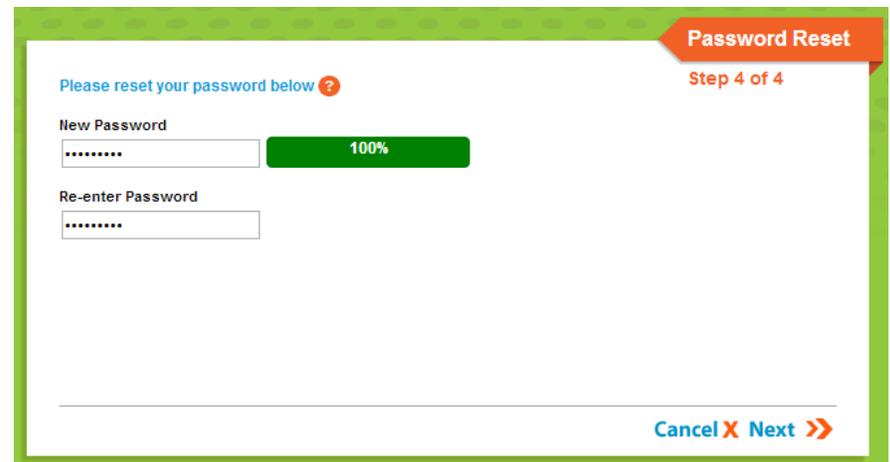
3. You will receive an e-mail message from Infinite Campus with a link in it. Click the link to continue.

4. Select four of your **Like** or **Dislike** images and click **Next**.



The screenshot shows the third step of the password reset process. At the top right, there is a red banner that says "Password Reset" and "Step 3 of 4". Below this, the text reads "Please select four (4) DISLIKES". There are eight small square images arranged in a 2x4 grid. The images are: a bowl of nuts, a bunch of raspberries, a dinosaur, a person sitting at a desk, a football, a slice of watermelon, a clown's face, and a plate of ice cream. At the bottom right, there are two buttons: "Cancel X" and "Next >>".

5. Enter a new password and then re-enter the password to ensure its accuracy. A colored box indicates the strength of the password. You must enter a strong password (i.e., green box), and then click **Next**. Your password is now reset and you can log into your account using this new password.



The screenshot shows the fourth and final step of the password reset process. At the top right, there is a red banner that says "Password Reset" and "Step 4 of 4". Below this, the text reads "Please reset your password below ?". There are two sections: "New Password" and "Re-enter Password". Each section has a text input field with asterisks and a green progress bar to its right. The "New Password" progress bar is labeled "100%". At the bottom right, there are two buttons: "Cancel X" and "Next >>".