

Please remember that your schedules will be available on the student portal **tomorrow, August 1<sup>st</sup>**.

➤ To log into the Infinite Campus Student Portal:

- Go to the Great Neck Public Schools website and click on “Campus Student Portal” (If parents are doing this for their child, they must be logged in as each child individually).
- You will need your student number in order to log on. You can find your student number on your Student ID card and report card. The information will appear with the upcoming school year and data.



- In the box labeled “User Name”, enter your student number.
  - **All passwords have been reset.**
  - Your Password is a combination of the first initials of your first and last name (in lower case) and your birth date expressed by a 2-digit day, month, and year. For example, if your name is Jane Doe, with a birthday of 1/1/94, you will type in “jd010194”.
  - The first time you log in the screen will change. The system will ask you to log in again and then fill out the “CAPTCHA”. You will then be asked to change your password.
  - Note: Your “Old Password” is a combination of the first initials of your first and last name (in lower case) and your birth date expressed by a 2-digit day, month, and year. For example, if your name is Jane Doe, with a birthday of 1/1/94, you will type in “jd010194”.
- If there is an error on your schedule and it needs to be corrected, appointments for schedule changes will be scheduled using the Student Portal (***Please note that schedule appointments can only be made through the student portal NOT the parent portal.***):
- After you have logged in, click on Message Center on the left side.
  - Then click on the “Survey” tab.
  - Then click on “19-20 Request Schedule Change Appointment”.
  - When you have entered all the required information, click “Complete Survey”.
  - Starting on or about **August 21st**, check the South High website to find out your scheduled appointment time as well as the name of the counselor with whom you will be meeting. Appointments will be listed by student number in numerical order. Your name will not appear on this list.

**\*Please note that only students with an appointment will be seen and that appointments will be made only through this system (appointments will not be made over the phone). Students will be limited to one appointment per student. Only scheduling related concerns will be addressed.**

**\*All students must be enrolled in at least six credits plus PE each semester. We urge each student to schedule a lunch period each semester as we believe it is important for each student to have time built in to the school day for rest and reflection.**