Campus Portal for Parents and Students


Image 1: Campus Parent Portal
Accessing the Portal

The Portal can be accessed by parents of enrolled students. Parents will see all children in their household, or students that are related. Students can also be given access to the Portal, but they will only be able to access their own information.
Access to the Campus Portal

Accessibility to various screens described in this guide is determined by the school or district. Access for one school or building may vary from access for another school within the same district. Some tabs and features may not be available for some users.
The following provides a summary of the areas that may be visible, depending on the district. Some areas may not be available.
The Portal is also available as an app for Android, iPhones, iPads and iPad Touch devices. Select the appropriate application button from the Portal Family Messages page to download the app and view student grades, attendance and assignments.

Navigating the Campus Portal

Once logged in, an index of accessible information for the household as a whole is listed in the navigation pane located on the left hand side of the screen. Sign Out and Home buttons appear in the top right corner of the screen, with the Name of the individual logged into the Portal appearing next to these buttons. Clicking the Home button will take the user back to the homepage seen upon signing in. This page contains the Family and User Account sections of the navigation pane. When a user first logs in the Messages tab located in the Family section is selected.

Use the Select Student drop down in the top left of the screen to view all of the students a user has rights to view and select a student to view Portal information for that student only. Only students with an enrollment in the current year or an enrollment next year will display in the list.
Students can be enrolled in multiple calendars or schools. When this is the case, another dropdown menu will indicate which enrollment information is currently being viewed and will allow the user to view the information from other enrollments in the current year.

When signed in as a parent, the Family and User Account navigation panes appear on the left side of the screen. When a student is selected in the Select Student option, an information section specific to that student will appear above the Family section in the navigation pane. The tabs in the Family section apply to all students to which that user has rights. For example, when accessing the Calendar tab from the Family section, a calendar will display assignments, day events and attendance for all of the students, whereas when accessing the Calendar tab from the student section, only information specific to that student will appear on the calendar.

External links, located at the bottom of the navigation panes, often lead to school or district websites and open in a separate browser window to increase the security of the Campus Portal.
If you select User Account you can update your email and preferences for portal notifications.

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**User Account**

Account Management  
Contact Preferences

- Buffalo Grove High School
- Wheeling High School

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Message Contact Preferences

Successfully saved contact information.

Email Address:  
Secondary Email Address:

Instructions:

For each type of message (Emergency, Attendance, Behavior, General Notification, Priority Notification, Teacher) select whether you prefer to receive that message.

<table>
<thead>
<tr>
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<th>Emergency</th>
<th>Attendance</th>
<th>Behavior</th>
<th>General Notification</th>
<th>Priority Notification</th>
<th>Teacher</th>
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**January 2015**

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Holiday - Christmas  
Holiday - Other  
In Service
Portal Languages
The Portal is available in four languages:

- English
- Spanish
- Simplified Chinese
- Traditional Chinese

Users can select which option best fits their needs by clicking on the hyperlink of the preferred language on the sign-in page or at the bottom of the Campus Portal after logging in. Selecting a language will display all navigation tab labels and non-student/school specific content into the chosen language. Custom tabs are not translated.