Creating a Campus Community ID/Password

Accessing the Community:

To access Campus Community click on the boxes to open, then select Campus Community.
You find these boxes in the upper right hand corner of the Campus Toolbar.

Creating a CampusID

Click a Campus Community link to start creating your CampusID.

- The first time a Campus User clicks this link, it will begin the process of creating a CampusID.
- If a user has already created one during a training session, please use Sign In on the right to link up the Infinite Campus account with the previously created CampusID. Use the Forgot Password section if you are uncertain of your CampusID information.
- If a user has not created an account, then click Continue on the left side.
Terms of Use

1. Read through the Terms of Use by using the scroll bar on the right or by clicking the blue link to view the Terms of Use in a separate window.
2. Mark the I have read and agree to the Terms of Use checkbox to continue the process.
3. Click the button to Continue.

Username/Password Entry

1. Create a Username. This will be visible to other users, primarily as you post on the forums. Usernames must be unique and cannot be changed once created.
2. Create a Password. Passwords must be at least 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. Please change anything that is not accurate.
Profile Information

1. Enter your primary district Role or Title.
2. Select your School District or Organization. If there is more than one, select the one that most accurately meets your affiliation.
3. Select your City and State.
4. Select your Time Zone. This will impact the time stamps visible in the forums.

![Create your CampusID](Image)

Image 7: Profile Entry

Ready, Set, Go

1. Click Finish when you are done.
2. Congratulations, you have completed setting up your account!