

There are two electronic options to stay connected with your student's academic progress information: MPS Mobile App & IC Parent Portal. Both can be accessed on a computer or Smartphone.

This brochure describes how to use the **IC Parent Portal**.



## Welcome to the Millard Public Schools Infinite Campus Parent Portal



### What is the Infinite Campus Parent Portal?

The Parent Portal provides access to information about your student's **attendance, grades, class assignments**, and more. In the future, IC Parent Portal will be used for high school registration course request approval.

### Who can access the Parent Portal?

A Portal account free to any parent and/or guardian with students attending Millard Public Schools. Additionally, any adult with educational records rights to student information can also obtain an IC Parent Portal account log in.

### How do I obtain a Parent Portal account?

Contact our support team, [ICParentContact@mpsomaha.org](mailto:ICParentContact@mpsomaha.org) OR 402-715-8751. After confirmation of approved access to educational records, a team member will supply you with your IC Portal username, initial password, and activation code.

### How do I log in?

Open an Internet Browser to: <https://www.campus.mpsomaha.org/campus/portal/millard.jsp>

Enter your **Parent Portal user name** and **password**.

### How do I navigate the Parent Portal?

Once logged into the Parent Portal, the homepage displays navigational links on the left and on the top.

**Parent Portal home page view with more than one child**

Campus Portal    SELECT A STUDENT

**Family**

- Messages
- Calendar >
- To Do List >
- User Account
- Contact Preferences >

MILLARD PUBLIC SCHOOLS

**District Notices - 3 messages**

- [ 02/06/2014 ]  
\*\*\*\*\* NOTE \*\*\*\*\*  
Infinite Campus will experience a short down-time Thursday ev  
10-15 minutes before attempting to login again. Thank you for  
\*\*\*\*\*
- [ 01/30/2014 ]  
FOR MOBILE USERS: Our District ID is RWGCXN
- [ 08/10/2011 ]  
**PASSWORD REQUIREMENTS**  
Passwords MUST be a minimum of 8 characters  
At least two of the eight characters must be numbers.  
At least two of the eight characters must be letters.  
Please use ONLY LETTERS AND NUMBERS in passwords.

If you have more than one student, you will have to **Select a Student** from the drop down menu at the top of the Parent Portal home page.

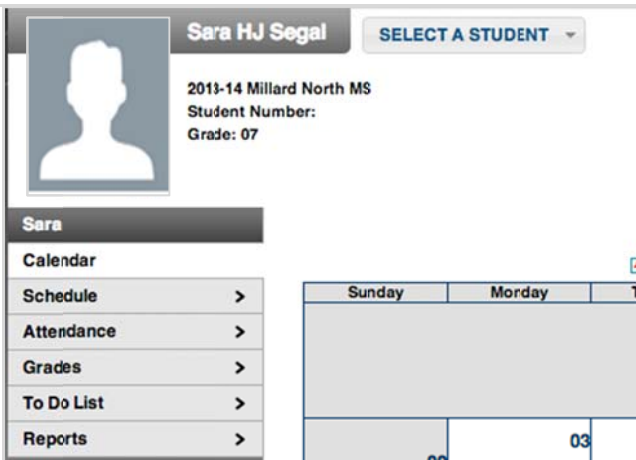
#### Family link:

- **Messages:** Displays all messages from the district and/or staff
- **Calendar:** Displays a monthly view of assignments, attendance, and events
- **To Do List:** Indicates assignment due dates

#### User Account link:

- **Contact Preferences:** For each type of message (Emergency, Attendance, Behavior, General Notification, Priority Notification, Teacher) select how you prefer to receive that message.

## Selected Student View and/or Parent View with only one child



Sara HJ Segal [SELECT A STUDENT](#)

2013-14 Millard North MS  
Student Number:  
Grade: 07

Sara

- Calendar
- Schedule >
- Attendance >
- Grades >
- To Do List >
- Reports >

Sunday	Monday	Tuesday
		03

Once you have selected the child you want to view, you will find the following information on that student:

- **Calendar**
- **Schedule**
- **Attendance**
- **Grades**
- **To Do List**
- **Reports**

**Calendar:** Individual student calendar displays a monthly view of assignments, attendance, and events.

**Schedule:** Allows you to see detailed information for each class.

Click on the word Schedule and select a subject to view the Grading Task Summary.

- **Grading Task Summary:** Displays the grade for the course.
  - Final grades display in a green box. A current in-progress grade displays in a yellow box. A white box indicates a grade is not available at this time.
- **Term Detail:** Displays name of assignment and student's score. This may include teacher comments.
- Clicking on the assignment name provides additional information.

**Grades:** Provides a general overview of grades

- This section lists the in progress and term grades.

**To Do List:** A lists of upcoming and past due assignments.

**Reports:** A selection of reports run for selected individual student. These reports vary by school.

### How do I contact a teacher?

An email link to a teacher is available under the course name in the **Schedule** window. Right click on the teachers name to copy the email address and paste it into your email message to the teacher.

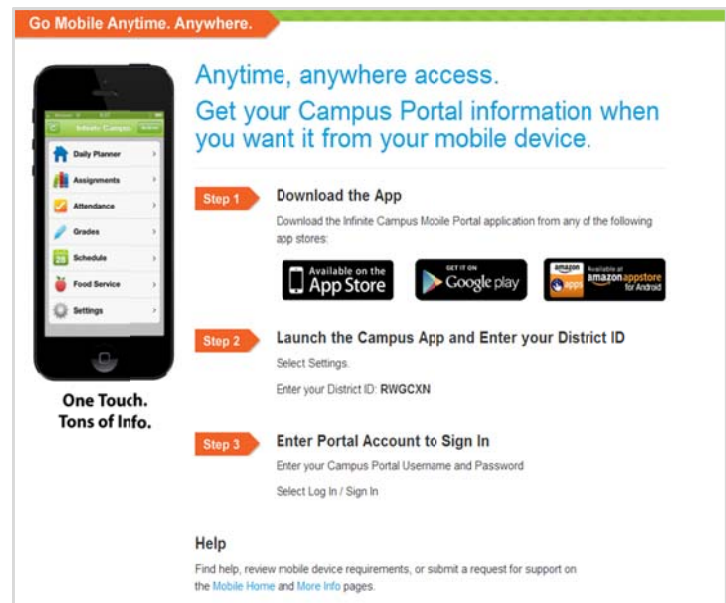
### Did you Log Off?

When you are finished using the Parent Portal, be sure to click the **Log Off** link.

### Did you know there is an IC Mobile App?

Click the link on the Parent Portal home page and follow the directions.

The District ID for the mobile app: **RWG CXN**



Go Mobile Anytime. Anywhere.

Anytime, anywhere access.  
Get your Campus Portal information when you want it from your mobile device.

**Step 1** Download the App  
Download the Infinite Campus Mobile Portal application from any of the following app stores:

Available on the **App Store** | Get it on **Google play** | Amazon **amazon appstore** for Android

**Step 2** Launch the Campus App and Enter your District ID  
Select Settings.  
Enter your District ID: RWG CXN

**Step 3** Enter Portal Account to Sign In  
Enter your Campus Portal Username and Password  
Select Log In / Sign In

**Help**  
Find help, review mobile device requirements, or submit a request for support on the [Mobile Home](#) and [More Info](#) pages.