

Infinite Campus Initial Set Up Instructions

<https://wicloud2.infinitecampus.org/campus/portal/melrose.jsp>

- 1) Click on the Help button (Bottom right hand side of the page)
- 2) Click on the Campus Portal Activation Key
- 3) Once you have reached this page, please type in the Activation Key provided by the school.
You will only need to enter this activation key one time. Each person has a unique activation key.
XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX
- 4) Create User Name and Password. You will need to create a secure password in order for it to be allowed. Green is the most secure. After you have established your new username and password you will be able to navigate the portal's self-service pages.

You have now arrived at your Infinite Campus Portal Page

Your family information is displayed on the left as well as any student that is part of your household.

You will now be able to access the following information on your student

Schedule

Grades and assignments can be accessed from here

Click on square box to view

Attendance

Grades

Health - Immunization Records

Food Service Account

Incorrect information: We ask that you check over your family contact information. You can submit changes through the family portal. Once submitted they will be reviewed. Once approved you will see the change.