Sayville Public Schools
Infinite Campus Parent Portal
Instructions Manual

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Instructions for First Time Access to the Parent Portal

1) Open the Sayville Public Schools Homepage at www.sayvilleschools.org
   • Under “Quick Links” click on “Parent/Student Portal.”
   • On the Instructional Technology page scroll down and click on “Sayville Parent/Student Portal Login.”
   • The screen will look like the one below.

2) From the Portal Login page, select the HELP Button.
3) If you have been assigned a Campus Portal Activation Key, Click the blue “Click Here” link.
4) The “Click Here” link will display the Activation Screen below. You will need the Activation Key (The GUID number is the Portal Activation Key) that was provided to you by the district. This option is only used the very first time the portal is accessed.

5) Enter the Activation Key (GUID number) and click the Submit button.
6) After entering the GUID/Activation key, create a unique user name and password. The password needs to be eight (8) characters in length and contain at least one capital letter and one number.
• Please keep your credentials confidential, as sharing your user name and/or password with anyone is strictly prohibited.

7) After you verify your password, click the Create Account button.
8) Click the Click Here link.
Infinite Campus messenger service enables teachers to e-mail parents.

NOTE: To view the messages click on the Inbox Arrow.
The Family Members link displays the members of the household and their phone and email contact information. All information can be updated to keep contact information current.
Click this Attendance “Bell Icon” for a pop-up view of Daily Attendance Event Detail.

- NOTE: If window does not appear, check your Internet pop-up blocker settings.

Place the Mouse over the “Assignment Sheet Icon” for summary information. Click the Assignment Sheet Icon to view Assignments and Activities for the day.
The Infinite Campus Parent Portal Home Page

Calendar

View of student’s Assignments and Activities after clicking the Assignment Sheet Icon.
The Infinite Campus Parent Portal Home Page

Calendar

View of student’s Attendance Details, after clicking the Attendance “Bell Icon”.
The Infinite Campus Parent Portal Home Page
Contact Preferences Link

This is where you can change your email address.

NOTE: Please remember to SAVE any changes.
The Infinite Campus Parent Portal Home Page
Access Log Link

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The Infinite Campus Parent Portal Home Page
Accessing Students Link

PARENTS:
If you are experiencing difficulty with regards to your child's information e-mail sayvilleportalinfo@sayvilleschools.org
After clicking on a student’s name, two screen changes will occur.

A menu will be displayed with Access Links to specific student information. The Calendar Link displays first.
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Student Schedule Link

The Schedule Link, previews the Schedule, Grade Book*, Newsletters*, and Teacher Email*. ➤ NOTE: * = If provided
The Attendance Link, provides Interactive Calendar, Attendance Notices and Attendance Detail.

Click here to scroll backwards within the current school calendar and retrieve the three previous “months”.

Click here to scroll forward and retrieve the next three “months” within the current school calendar.

Click here for a pop-up view of Attendance “day” details.

You can retrieve a different view of the Attendance Summary, by clicking on these Tabs: Course, Period, Day or Term.
The Behavior Link displays Administrative Messages and Event facts only (Non-Descriptive).
The Infinite Campus Parent Portal Home Page
Student Health Link

The Health Link displays Administrative Messages and Immunization Record(s).
The Infinite Campus Parent Portal Home Page
Student Assessment Link

The Assessment Link displays Administrative Messages and Score Entries.
The Reports Link displays Administrative Messages and provides access to the student’s reports. The reports can be viewed and printed.

Click on the Page Report Icon to view the report. Infinite Campus will generate the report in Adobe Acrobat Reader PDF format in a Pop-up window.

- NOTE: If the Pop-up does not display, check your Internet pop-up blocker settings.