



Campus Backpack Parent Access

-New User-

Parents have the option to create accounts in Infinite Campus, which will allow access to your student's report card as well as other school related information.

1. Visit www.Spencerportschools.org and click **Infinite Campus Portal**. Select **Campus Parent**.

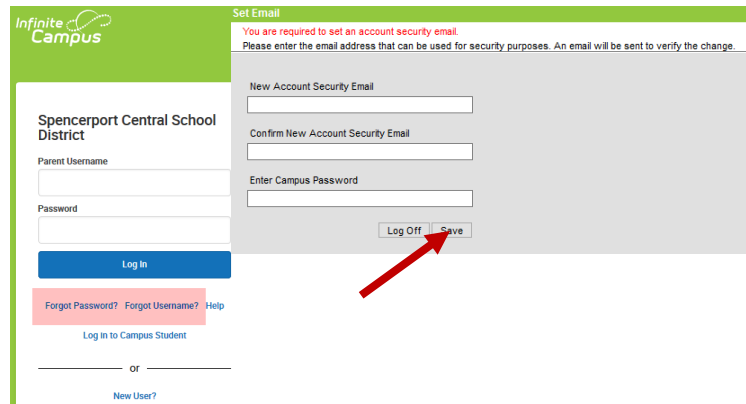
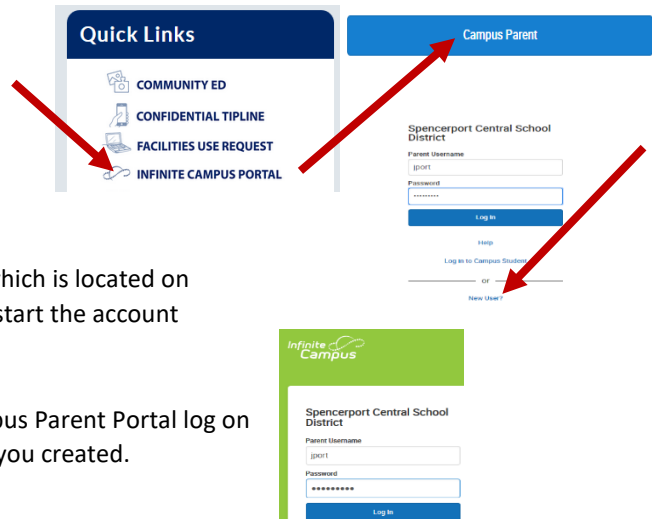
2. To create a new account, select **New User?**

3. You will be prompted to enter your activation code, which is located on the enclosed Infinite Campus Letter. Use this code to start the account creation process.

4. Once you have registered, you'll be taken to the Campus Parent Portal log on screen. Sign in with the username and password that you created.

5. Upon logging in, you will be prompted to enter a recovery email address. This email address required and will allow you to use the **Forgot Password?** and **Forgot Username?** options on the log in page.

- a. Enter an email of your choice where you would like to retrieve the recovery information. Confirm the email address and then enter the password you created in the activation process.
- b. Once you enter this information, click **Save**.



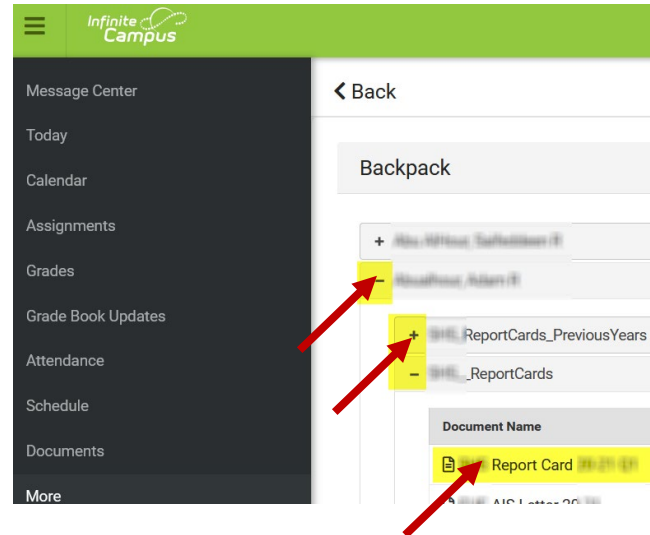
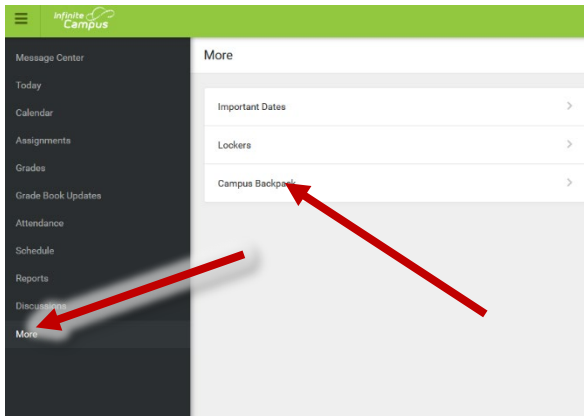
For any questions, please contact one of the Infinite Campus Coordinators.

Elementary: Charles Ocasio – 585-349-5152

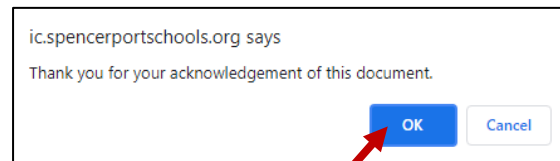
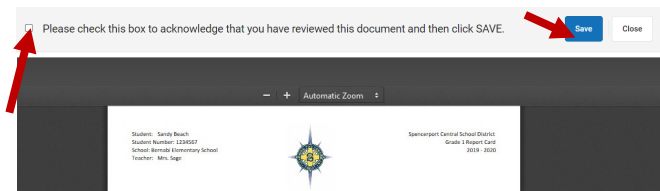
Middle School: Phillip Koyoumjian – 585-349-5324

High School: Lori McSorley – 585-349-5247

- To view your student(s) report cards click **More**, then **Campus Backpack**. You can then click on the + or – sign to expand or condense the folders. You will see a folder for each of your students. To view the report card, simply click on the report card name listed under **Document Name**.



- Lastly, you will see a prompt on the top of the screen which states “Please check this box to acknowledge this document and then click Save.” Click the check box then **Save**. Click **OK**.



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