

The Thompson School District is pleased to provide the “Campus Portal” to parents and guardians of students currently enrolled in the district.

What is the Campus Portal?

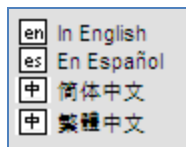
Campus Portal is a tool that provides real-time, secure online access to your student’s pertinent school information. This information may vary from level to level and school to school. The district and individual schools determine what information is available on the Portal, and reserve the right to change availability of information without notice. Portal also allows you to select options for receiving communication from the school.

How do I obtain a Portal Account?

In order to create your personal portal account, you will need your unique Person GUID which serves as the Activation Key when you first go to the Portal. This key is available from your child’s school. Parents and guardians will need only one account to access information for all of your children.

After receiving your Activation key, you can set up your account by visiting the Thompson School District Campus Portal website:

<https://campus.thompson.k12.co.us/campus/portal/thompson.jsp>



For your convenience, the Portal links are displayed in your choice of four languages: English, Spanish, Simplified Chinese, and Traditional Chinese.

After successfully entering your Activation Key, you will need to establish a user account by creating a User Name and Password. Both the User Name and Password must be a minimum of six characters. Once the account has been established, click on

the link to log in or return to the original site identified above to log in. It is recommended that you do not share your login information with anyone. Campus Portal accounts are provided to middle school and high school students. Students will contact school personnel for their log in information.

When signed in as a parent, the **Family** and **User Account** navigation panes appear on the left side of the screen. (See diagram to the right). When a student is selected in the **Switch Student** option, an information section specific to that student will appear above the Family section in the navigation pane.

For assistance with your Campus Portal Account, please use the [automated account access tool](#) or contact the Thompson School District Infinite Campus Support Desk via phone (970-613-5102), or e-mail (parentportal@thompson.k12.co.us)



Using Campus Portal:

Upon Login, the Messages Link is the default. Here you will see *District Notices*, *School Notices*, and *Inbox* with up-to-date communication. Listed below is a description of other links that may be available (depending upon grade level and school):

Family Members > The *Family Members Link* shows the members of the household. Be sure to review this information and *contact your child’s school immediately with any additions or corrections.* The accuracy of this information is the joint responsibility of the school, parents/guardians, and the student. This information should always be kept up to date!

Calendar > The *Calendar Link* under Family will show attendance activity, and lists your middle and high school students’ assignments that are due on any given day. The Calendar Link under the Student’s name will show information specific to that student.

Schedule > The *Schedule Link* lists the student’s classes, including detailed information regarding the student’s current assignments and scores (middle and high school only), teacher email address, and classroom newsletter (when available). **Detailed information regarding the student’s grade** in a class may be available by clicking on the course name.

The **email address for a teacher** can be acquired by hovering over the envelope icon (Internet Explorer) or by right clicking on the teacher name and choosing “Copy Email Address” (Firefox). Clicking the teacher’s name will generate an email in the user’s preferred email program. Teacher email address may also be more readily available on your school’s website.

- Attendance > [The Attendance Link](#) for each student lists attendance activity specific to that student. Course, Period, Day and Term summaries are available.
- Health > [The Health Link](#) displays your student’s immunization record on file.
- Assessment > [The Assessment Link](#) presents CSAP scores.
- Fees > [The Fees Link](#) details fees, fines incurred and payments made for the current school year.
- Reports > [The Reports Link](#) may include: your student’s schedule, missing assignments, report cards and transcripts.

Additionally, you can update certain details of your Portal account and contact information:

- Change Password > [The Change Password Link](#) allows the user to change the password associated with this account.
- Contact Preferences > [The Contact Preferences Link](#) allows the user to update the email address associated with this account. This link is also important for setting your preferences to receive various types of communication from the school and for indicating your preferred contact language (English or Spanish).

Parent Example Contact Preferences

Email Address:

Instructions:
For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message. You may select to receive a message on more than one device. To change or add a phone number you will need to contact your school's administrative offices.

	High Priority	Attendance	Behavior	General	Teacher
Household Phone (970)555-1001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cell Phone (970)555-1002	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone (970)555-1003	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email (address@email.net)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language: US English
US English
Español

Sign Out [The Sign Out Tool](#) located at the top right hand corner on the Home Page should always be used when you are finished viewing information on Campus Portal. This is the only way to securely end your connection to the Portal.

[Reports Extended](#): Additional student reports may be available.

[School website link](#): Your student’s school website link (school name) may be available at the bottom of the Navigation Pane.

Internet Browser options and recommendations:

Internet Explorer v8.0 (or higher); in addition this should be set to “check for newer version of stored pages” on “every visit to the page”. This can be set under the Tools Menu> Internet Options>General Tab>Browsing History.

Firefox v3.5 (or higher); in addition, this should be set to “Use custom settings for history” and “Clear history when Firefox closes”. These can be modified under the Tools Menu>Options>Privacy>History.