



# Stanley County *myCampus* Parent Portal

## User Guidelines and System Requirements



Your *myCampus* Parent Portal account will be activated and your login information (web site, user name, and password) will be given to you, the parent or guardian, by the Stanley County School District upon receipt of your signed Registration/Acceptable Use Policy agreement.

1. Parents will have access to the following data about their child:
  - a. Attendance – updated daily
  - b. High school transcripts – available for all past terms – updated each semester
  - c. Grades for current classes – updates will vary from class to class. Parents can expect that grades for an assignment will be posted one to two weeks after that assignment has been turned in. (Teachers will need adequate time to grade all of the student work and to post the scores.)
2. Parents will receive login information and instructions after we receive your signed Registration/Acceptable Use Policy agreement.
3. Parents will not share their password with **anyone** and will not set their browsers to auto login to the portal.
4. System recommendations for computers to access the *myCampus* Parent Portal:
  - a. Internet connection – 56k modem speed or greater.
  - b. Browser – Internet Explorer version 6, Mac or Windows, with 128-bit encryption.
  - c. A computer that can run the appropriate browser version (IE 6.0).
  - d. A monitor with at least 800 x 600 resolution.
  - e. Any public use computer that has the above-mentioned system requirements can be used to access *myCampus* as long as you have the necessary user and password information.
5. Security features of the Parent Portal:
  - a. Three unsuccessful login attempts will disable the *myCampus* Parent Portal account. In order to use the portal again, parents will need to contact the technology coordinator during school hours to have the account reactivated
  - b. You will be automatically logged off if you leave the *myCampus* Parent Portal web browser open and inactive for a period of time.
  - c. All attempts at logging into the system are recorded and monitored, and a full audit trail is tracked on sensitive data.
6. Instructions and troubleshooting tips for *myCampus* Parent Portal are on the next pages.
7. Stanley County School District technology coordinator contact information:
  - a. Should you need help with *myCampus*, send an e-mail to [Brian.Menning@k12.sd.us](mailto:Brian.Menning@k12.sd.us) and expect an answer within 24 hours on school days. Please include your name, your user name, your telephone number, and a brief description of the problem in your e-mail request for help.
  - b. Telephone assistance may be available from 7:30 A.M. to 4:30 P.M. Call the technology coordinator at 223-7743.



**Welcome to the Stanley County *myCampus* Parent Portal.**

**Location:**

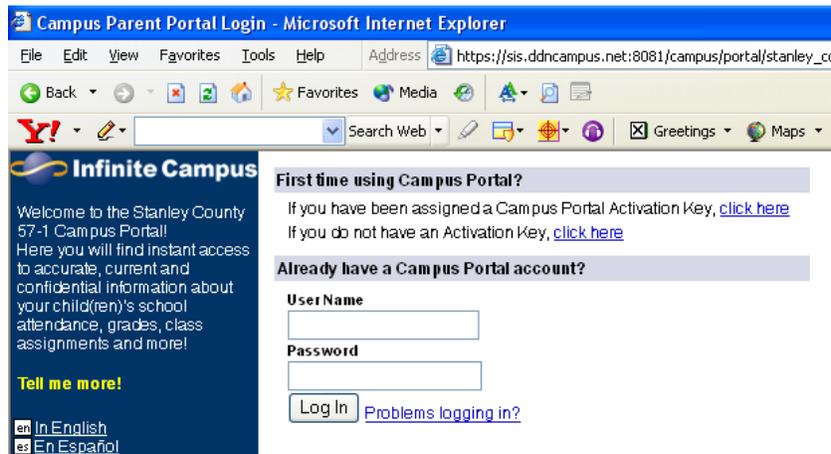
Open Internet Explorer and go to: <http://stanleycounty.k12.sd.us>

From the drop down menu, select Academics.  
Click *myCampus* Parent Portal.

If you prefer, you can click on the following link or copy and paste the following URL into your Internet Explorer address bar:

[https://sis2.ddncampus.net/campus/portal/stanley\\_county.jsp](https://sis2.ddncampus.net/campus/portal/stanley_county.jsp)

You should see this logon screen:



When you reach the ***Infinite Campus*** logon screen, I suggest that you either save it in your Favorites or restore down (the box like two windows next to the X in the upper right hand corner of your Internet Explorer screen) so you can see both a smaller Internet Explorer window and your desktop, and drag the blue "e" icon in front of "https:" in the address bar to your desktop to create a new shortcut.

**Your Logon Credentials:**

Enter your User Name and Password, then click **OK**.

**Important:** If a message box pops up asking whether the computer should *remember your password*, **do two things:**

- a. Check the box that says ***Do not ask me this again***
- b. Click **NO**.

**\*\* Passwords are case sensitive. \*\***

**\*\*\* User Names and Passwords must be a minimum of **six** characters long \*\*\***

They will remain the same from year to year - you will not have to register again.

## Using *myCampus Parent Portal*:

When you click on **10-11** under your student's name, you will see a **Calendar** which shows assignments due and attendance events. Click on the **Assignments** icon to see details about all assignments in all classes that are due that day. Or if you hover your mouse pointer over the **Assignments** icon, you will see a list of these assignments. Clicking on the **Attendance** bell will take you directly to the same attendance page you see if you click on Attendance on the menu bar.

When you click on **Schedule**, the **Assignments** icon shows which classes have assignments. Click on the *name* of the class to see the Grade Book for that class. A yellow box indicates the student's grade so far. At the end of the quarter, this box will be green, showing the final grade.

If the teacher has entered a more complete description of an assignment, you can see that by clicking on the name of the assignment.

Also on the **Schedule**, you can click on the teacher's name to send an e-mail to the teacher.

Click on **Attendance** to see absences and tardies.

**Mid Term** and **Quarterly** reports will appear on your Portal when they are available. You need **Adobe Acrobat Reader** to read the reports.

You can download this free at: <http://www.adobe.com/products/acrobat/readstep2.html>

**Log Off:** When you are finished looking at your student's data, be sure to click **Log Off** to close out your *myCampus Parent Portal*. **It is important to always log off the system for security reasons.** This prevents secure school information from being accessed by those without permission.

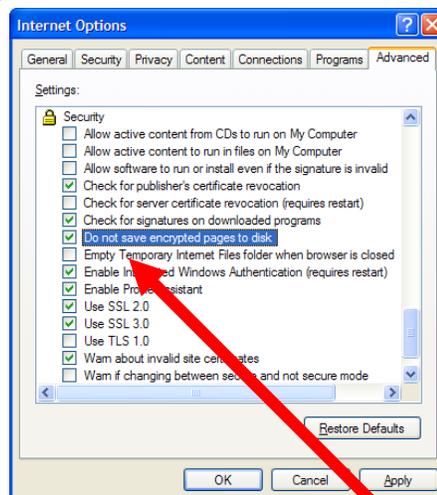
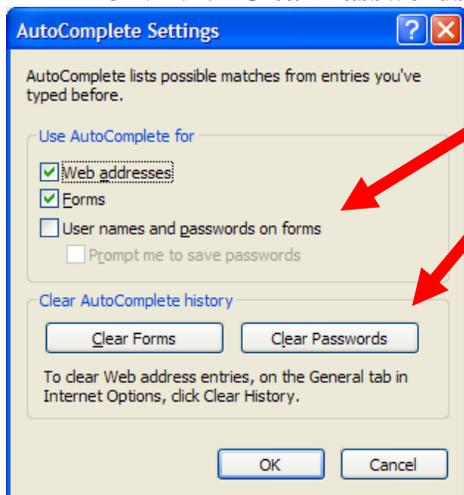
## Keep your *myCampus Parent Portal* secure:

### 1. Clear passwords and disable automatic saving of passwords:

Saving passwords is not a good security practice.

To disable automatic password saving, connect to the Internet, click on the Tools menu, click Internet Options, click the Content tab, click the Auto Complete button, make sure the box in front of **Usernames and Passwords on Forms** is unchecked, and click OK.

Click the "**Clear Passwords**" button, and click OK.



### 2. Keep your *myCampus Parent Portal* pages from being stored in your Internet history after logging off:

To fix this security problem, please follow these steps: connect to the Internet, click on the Tools menu - Internet Options - Advanced Tab - scroll down to the Security section - Check **Do not save encrypted pages to disk**, click Apply - OK. By changing this setting no one will be able to see private information with out logging on to *myCampus Parent Portal*.

**Having Problems?** There are several possible causes:

**Internet Explorer:** If the logon page doesn't open and you get an error message, you may need a newer version of Internet Explorer with 128-bit encryption. You can tell which version you have of Internet Explorer by opening Internet Explorer, clicking Help, then clicking About Internet Explorer. The first line will tell you which version you have; the second line will give you the Cipher Strength which must be 128. If you need to update your Internet Explorer, you can download the update by going to [www.microsoft.com](http://www.microsoft.com) and searching for Internet Explorer 8, or at: <http://www.microsoft.com/downloads/details.aspx?FamilyID=341c2ad5-8c3d-4347-8c03-08cdec8852b&displayLang=en>

**Java:** You may need to upgrade Java. Go to <http://www.java.com/en/> and click the "Download Now" button

**Security:** You may need to change the security settings in your browser:

- 1 Open an Internet Explorer window.
- 2 On the Menu bar, go to - Tools \ Internet Options \ Security \ Custom Level (Internet Zone) \ User Authentication (VERY LAST CHOICE)
- 3 Select " Logon = Prompt for user name and password "

**Delete Cookies:** On the Internet Explorer Menu bar, go to Tools \ Internet Options \ Temporary Internet Files on the General Tab. Select *Delete Cookies* and put a check mark in *Delete all offline content* / OK

**Firewall:** If your computer is behind a firewall, make sure that port 8081 is not blocked. If you use AOL, let me know if you need assistance.

**Windows XP Service Pack 2 and ad-blocking software or toolbars** might block popups, but these can be set to allow the site to work correctly.

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The new **Calendar** is a wonderful feature, but the most exciting thing of all is that you parents are actively involved in your students' education. As Superintendent Jaske says, "the Parent Portal is important as a communication tool for our district" - it brings us closer together in providing the best education possible for our students. So thank you!



## Stanley County *myCampus* Parent Portal Acceptable Use Policy



Stanley County School District is making *myCampus* Parent Portal available as a means to further promote educational excellence and to enhance communication with parents. The *myCampus* portal allows parents to view their own child(ren)'s school records anywhere, any time. In return for the privilege of accessing the Stanley County School District *myCampus* Parent Portal, every parent is expected to act in a responsible, ethical and legal manner.

The portal is available to every parent or guardian of a student enrolled in Stanley County School District.

Parents are required to adhere to the following:

1. Parents will not share their passwords with anyone, including their children, and will not allow computers to remember their passwords.
2. Parents will not attempt to harm or destroy data of their own children, of another user, school or district network, or the Internet.
3. Parents will not use the *myCampus* portal for any illegal activity, including violation of data privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.
4. Parents will not access data or any account owned by another parent.
5. Parents who identify a security problem with *myCampus* Parent Portal must notify the District technology coordinator immediately, without demonstrating the problem to anyone else.
6. Parents who are identified as a security or harassment risk to *myCampus* Parent Portal or any other Stanley County School District computers or networks, will be denied access to *myCampus* Parent Portal.
7. Parent access to their children's records will be on a continuous basis for all K-12 years as long as their children are enrolled in Stanley County School District schools.

User guidelines and system requirements are attached. Please review them before signing and returning the *myCampus* Parent Portal Registration form. Only by signing and returning the agreement will you receive access to *myCampus* Parent Portal for your child(ren).

Brian Menning  
Technology Coordinator  
Stanley County School District  
Box 370 - 3 East Main  
Stanley County, SD 57532  
605-223-7741

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I have read the Stanley County School District *myCampus* Parent Portal Acceptable Use Policy and User Guidelines enclosed, and I agree to abide by and support these rules. I understand that if I violate any terms of this Acceptable Use Policy that I may lose my privilege to use *myCampus* Parent Portal, and may be liable for civil and/or criminal consequences.

My User Name is: \_\_\_\_\_

My Password is: \_\_\_\_\_

Keep this for your records.



# Stanley County *myCampus* Parent Portal Registration & Acceptable Use Policy Agreement



*Complete and return this form,*

Please fill in all blanks. (Print)

### Student Information

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_

### Parent/Guardian Information

Last Name \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I have read the Stanley County School District *myCampus* Parent Portal Acceptable Use Policy and User Guidelines, and I agree to abide by and support these rules. I understand that if I violate any terms of this Acceptable Use Policy that I may lose my privilege to use *myCampus* Parent Portal, and may be liable for civil and/or criminal consequences.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### School Use:

Date Activated: \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Administrator: \_\_\_\_\_