

Infinite Campus Portal

As a guardian of a Russell Independent Schools student or students you have access to the Infinite Campus Portal. In Infinite Campus Portal provides access to your child(ren)'s important student data.

What is the Infinite Campus Portal?

The portal website will allow parents and guardians to have real-time access to information related to your child(ren). With one unique login, you will be able to see information about all your children in one view. The portal will display the following data on the portal site: Calendar, Schedule, Attendance, Reports (such as Report Cards, Progress Reports), Student To-Do List, Family Calendar, and Assignments and Grades (Grades 4-12). Primary students do not receive number grades.

System Requirements

Internet Browser with internet access

Latest Version of Adobe Acrobat Reader (Free install at www.adobe.com)

Java recommended (Free install at <http://www.java.com/en/download/manual.jsp>)

Do not use the Back button in your browser to navigate in Portal. Click on the tools on the left side of the screen to navigate another area in portal.

How do I get to the portal website?

With any live Internet browser, simply go to <https://infinitecampus.kyschools.us/campus/portal/russellIND.jsp>

You will be directed to the opening page of the site.

How do I login for the first time?

As indicated below in the illustration, click for first-time activation.



Welcome to the Russell Independent Campus Portal! Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!

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First time using Campus Portal?

If you have been assigned a Campus Portal Activation Key, [click here](#)

If you do not have an Activation Key, [click here](#)

Already have a Campus Portal account?

User Name

Password

[Problems logging in?](#)

Each guardian will be supplied a 32-digit unique first-time login ID (see below). This ID will need to be transferred into the boxes below.

Activating your Campus Portal account

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school.

Activation Key

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Click on the "Submit" button after the 32 characters have been placed into the Activation Key area.

If completed successfully, a screen like the one below will appear. At this point, choose a unique username and password.

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Campus Portal account creation successful!

Welcome, [XXXXXXXXXXXX](#) you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

User Name **Step 1**

Password **Step 2**

Verify Password **Step 3**

Step 4

The most effective usernames are set up using the **firstname.lastname** formula. For instance, Patrick Student would have a username of patrick.student .

Passwords must be "**strong**" passwords (must include a number or character). The system will describe the password requirements and will not allow you to move on until it are sufficient in length and characters (see below):

Windows Internet Explorer

=Strong passwords are enforced, and this password must be at least 8 characters long.

Strong Passwords must be:

- * at least 8 characters in length.
- * case sensitive.
- * must contain letters AND numbers or special characters !@#%&^&*-+?~.,|= .
- * should not contain any parts of your name or username.

After you have successfully created an account, the following screen will appear:

Campus Portal account creation

Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page.

Click the blue underlined words and enter the username and password you just created. ***Please remember your username and password! Five unsuccessful attempts will lock you out of the program.***

Will my child(ren) use the same username and password to access the portal?

No. Students will be given their own unique usernames and passwords. Students will only have access to their own information.

What if I have questions or my display information is incorrect?

If you experience problems accessing the portal, seeing correct household members, or have other questions, please contact the school **immediately**. We will work to ensure proper access with proper information.

What if a report will not display properly (the data is correct)?

Make sure you have the latest version of Adobe Acrobat Reader. Do not contact the school for computer issues, only if the data displayed incorrectly. Unfortunately, we do not have resources to support home computer systems.

What do I do if I forget my password, login information or have other issues?

Send an email to RISPortalSupport@russellind.kyschools.us. Please allow 24-48 hours for a response. Please include your name, student's name(s) and phone number.

Please remember to follow all Rules and Guidelines set forth in this document.