

Your Parent Portal account is important for keeping in touch with the school that your student(s) attend and can be used to monitor attendance, grades, custom data, manage contact information and online registration information. The specific information available is based on each school's portal preferences.

NOTE: Each person should have their own Parent Portal account, and the information should not be shared with anyone else including family members, your student or spouse/significant other.

This document will show you how to set up a Parent Portal account on the Ottawa Area Intermediate School District Infinite Campus system. Each district has their own Parent Portal and cannot be used with any other district.

Method 1 – Setting up Account from the Infinite Campus Email Messenger

Periodically, the school may send out an email message to allow you to set up your Parent Portal account through a link that is sent to your primary email address. This email will come from icmessenger@ottawa.mg.infinitecampus.org. Please check your Spam folder and mark this email address as a safe sender if you do not see it in your inbox.

Step 1 – Click on the Link provided in the email.

The link will look similar to this (this particular link is a sample only):

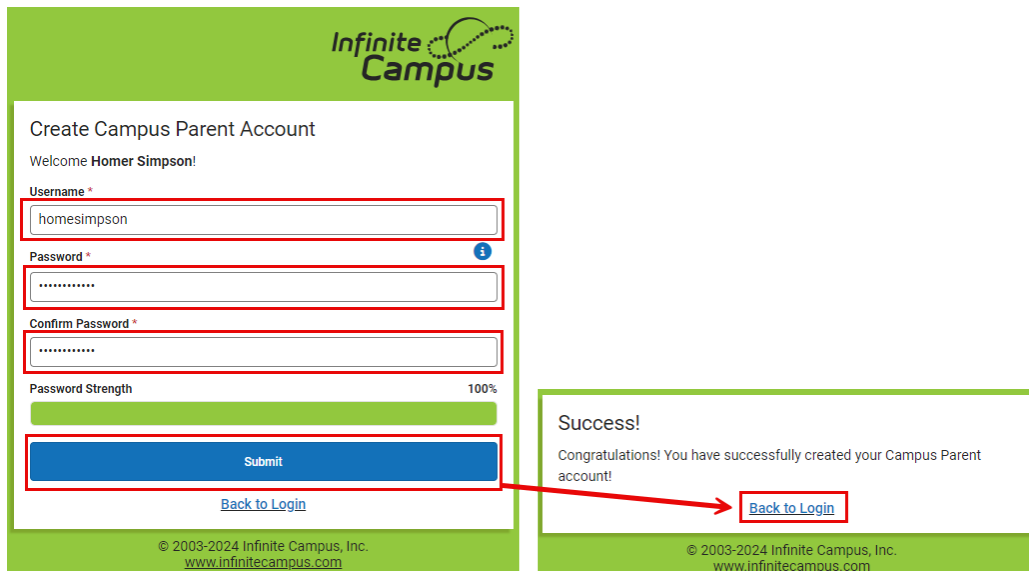
<https://ottawami.infinitecampus.org/campus//unique-link/FISJDI82DWE87C5S?appName=ottawa>

Step 2 – Choose your Username and Password.

This is your own personal username. Select a username that you can remember easily.

When entering a password, it is best to enter a catch phrase or something you can remember, but not associated with any names that are common to you such as son or daughter names or pet names. When the password is accepted, the Password Strength will turn green and say 100%. The Password and Confirm Password MUST match. This password will be known as your "Campus Password" on future screens.

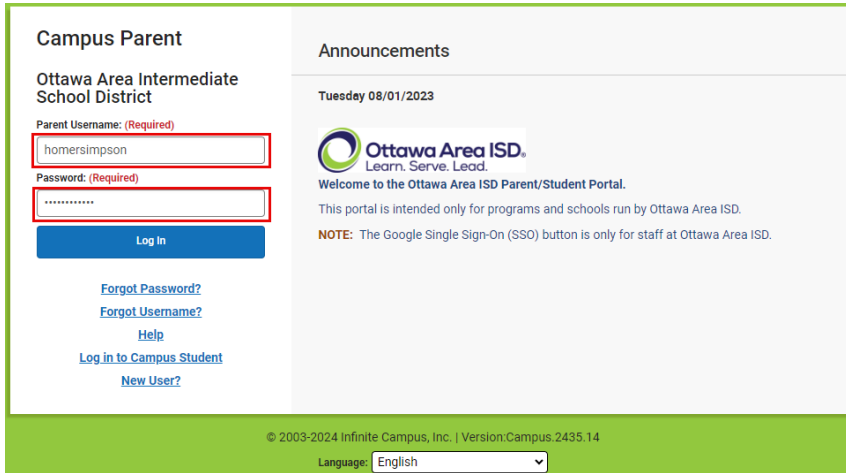
Click the Submit button when finished. It will say "Success" and you can click the "Back to Login" link.



The image shows two side-by-side screenshots of the Infinite Campus parent account creation process. The left screenshot is the 'Create Campus Parent Account' form. It features the Infinite Campus logo at the top. Below the logo, it says 'Create Campus Parent Account' and 'Welcome Homer Simpson!'. There are three input fields: 'Username *' with the value 'homesimpson', 'Password *' with masked characters, and 'Confirm Password *' with masked characters. Below these fields is a 'Password Strength' indicator showing 100% in green. At the bottom of the form is a blue 'Submit' button and a 'Back to Login' link. The right screenshot shows a 'Success!' message: 'Congratulations! You have successfully created your Campus Parent account!'. At the bottom of this message is a 'Back to Login' link. A red arrow points from the 'Submit' button in the first screenshot to the 'Back to Login' link in the second screenshot.

Step 3 – Login to the Portal

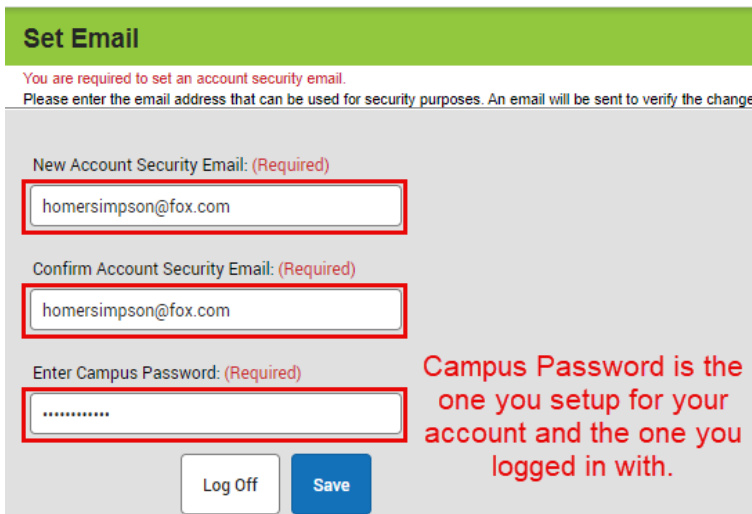
Login to the Parent Portal with your new account information.



Step 4 – Setup your Security Email

Type in the email address that you want to use for security purposes. This allows you to do a password reset and the reset email will be sent to the Security Email address that is associated with your account.

You must also re-enter your Campus Password in the “Enter Campus Password” box. This is the same password that you created in **Step 2** above when you set up your account. It is NOT a new password or different from what you used to login with.



Step 5 – Verify Your Login

Once you have logged into the Parent Portal, verify that you have the correct information, and your student(s) are under your account. Please contact the school office if anything does not look correct. Otherwise, you maybe start browsing the information in the Parent Portal.

Method 2 – Using the Activation Key

If you receive a User Account Message in your email, but for some reason the link does not work, you should also be provided with an Activation Key (also known as a Person GUID). If you do not have an Account Message email and do not have your Activation Key, please contact your school's office and they can provide this information to you once they have verified your information. It will be a long 32-digit alpha numeric code separated by 4 dashes and look something like this:

F055631F-0-9064-4FFB-Z96D-9C1009F3A3C5

To setup an account using the Activation Key, please follow these steps:

Step 1 – Browse to the Ottawa Area ISD Infinite Campus Parent Portal Page

Ottawa Area Parent Portal Link:

<https://ottawami.infinitecampus.org/campus/portal/parents/ottawa.jsp>

Step 2 – Click the “New User?” Link and Enter the Activation Key

Click on the “New User?” link towards the bottom of the white dialog box. Then either copy and paste the Activation Key into the field provided or type in the Activation Key EXACTLY as it is given to you and click the blue “Submit” button.

New User?

Activate your Campus Portal account by entering the activation key sent to you by your district.

If you do not have an activation key, please contact your district to obtain one.

Activation Key *

[Back to Login](#)

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Step 3 – Choose your Username and Password.

This is a username just for yourself and can be whatever you can remember the best.

When entering a password, it is best to enter a catch phrase or something you can remember, but not associated with any names that are common to you such as son or daughter names or pet names. When the password is accepted, the Password Strength will turn green and say 100%. The Password and Confirm Password MUST match. This password will also be known as your “Campus Password” on future screens.

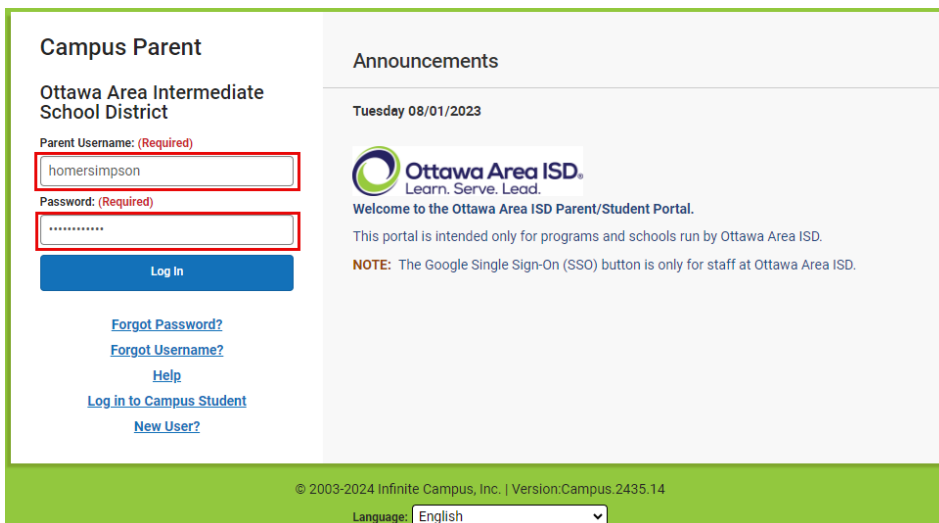
Click the Submit button when finished. It will say “Success” and you can click the “Back to Login” link.



The screenshot shows the 'Infinite Campus' 'Create Campus Parent Account' form. The form includes fields for Username (filled with 'homesimpson'), Password, and Confirm Password. A 'Password Strength' indicator shows 100% in green. A blue 'Submit' button is highlighted with a red box. Below the form is a 'Back to Login' link. To the right, a 'Success!' message box says 'Congratulations! You have successfully created your Campus Parent account!' and contains a 'Back to Login' link, also highlighted with a red box. A red arrow points from the 'Submit' button to the success message.

Step 4 – Login to the Portal

Login to the Parent Portal with your new account information.



The screenshot shows the 'Campus Parent' login page for Ottawa Area Intermediate School District. It features a 'Parent Username: (Required)' field with 'homesimpson' and a 'Password: (Required)' field. A blue 'Log In' button is present. Below the button are links for 'Forgot Password?', 'Forgot Username?', 'Help', 'Log in to Campus Student', and 'New User?'. On the right, an 'Announcements' section displays the date 'Tuesday 08/01/2023' and the Ottawa Area ISD logo with the tagline 'Learn. Serve. Lead.' and a welcome message. A 'NOTE' states: 'The Google Single Sign-On (SSO) button is only for staff at Ottawa Area ISD.' The footer includes the copyright '© 2003-2024 Infinite Campus, Inc. | Version: Campus.2435.14' and a language dropdown set to 'English'.

Step 5 – Setup your Security Email

Type in the email address that you want to use for security purposes. This allows you to do a password reset and the reset email will be sent to the Security Email address that is associated with your account.

You must also re-enter your Campus Password in the “Enter Campus Password” box. This is the same password that you created in **Step 2** above when you set up your account. It is NOT a new password or different from what you used to login with.

Set Email

You are required to set an account security email.
Please enter the email address that can be used for security purposes. An email will be sent to verify the change.

New Account Security Email: (Required)

Confirm Account Security Email: (Required)

Enter Campus Password: (Required)

Campus Password is the one you setup for your account and the one you logged in with.

Step 6 – Verify Your Login

Once you have logged into the Parent Portal, verify that you have the correct information, and your student(s) are under your account. Please contact the school office if anything does not look correct. Otherwise, you maybe start browsing the information in the Parent Portal.

Parent Portal Help

If you need further assistance, first please browse to the Ottawa Area Intermediate School District Infinite Campus Parent Portal Help Page.

<http://oaisd.org/portalhelp>