

Logging Into/Activating Parent Portal Account

<https://campus.ankenyschools.org/campus/portal/ankenys.jsp>

Step 1

To access the Parent Portal log-in screen click on *Parents* → *Infinite Campus* → *Login to the Parent Portal* from the school's website or use the web address.

Step 2

First time using Campus Portal?
If you have been assigned a Campus Portal Activation Key, click here.

If you already have a Campus Portal Account, log in here.

For questions with the parent portal or information to register for an account, email portal@ankenyschools.org.

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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Step 3

Enter your Activation Key (GUID) found on the letter and click on the **Submit** button. Do not add spaces or dashes. If you have any 0 in your key code it is a number **not** a letter.


Step 4

Once your activation key has been accepted, create your **User Name** and **Password (6 character minimum)**.

This is what will allow you to open the portal. **Your user name needs to be your email address.**

If the User Name already exists, select another User Name and try again. There cannot be two users with the same User Name in the system. Remember User Names and Passwords are case sensitive.

Click **Create Account**.




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?](#)

Welcome to the ANKENY Campus Portal!
 Here you will find instant access to accurate, current and confidential information about your children's school attendance, grades, class assignments and more!

Step 5

Once created, return to the Campus Portal log in screen and enter your new **User Name** and **Password**.



Contact Preferences
 Email Address:
 Instructed: For each type of message (high priority, attendance/general, teacher) select how you prefer to receive that message.

Email	High Priority	Attendance	Schedule	General	Teacher
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 + Your district may send some communications in a language other than English. If you prefer to be contacted in a another language please specify your preferred language.
 Preferred Language:

ANKENY

Step 6

After logging in, please add your email address to Infinite Campus for district communications. Click on **Change Contact Info** in the left frame and the right frame will appear for you to enter your information. Click **Save** when complete.

If you have any questions or problems please email portal@ankenyschools.org or call (515) 289-8955. Please indicate your name and a description of the problem or your request.