

BELLMORE-MERRICK CENTRAL HIGH SCHOOL DISTRICT ADMINISTRATIVE OFFICES

Dear Parents,

The Bellmore-Merrick Central High School District is pleased to provide you access to your child's school records online through our student information system, Infinite Campus. Infinite Campus provides a Parent Portal communication tool that connects authorized parents to students' data in a secure online environment.

You will gain access to the Parent Portal by registering through the process described below. Once you have activated your online account, you will be able to view your child's records including schedules, grades, attendance, and report cards in the upcoming years.

For now, please create your account and enter your contact information including **Parent email address/phone number** and **Non-Household Emergency Contact information** following the steps below:

***All first time users of the Infinite Campus Parent Portal will need an Activation Key to unlock your account and set up your user name and password.**

- Parents will receive their Activation Key by April 24, 2023 through a letter to create a secure account.
- If you do not receive this Activation Key by April 24, please send an email to icportal@bellmore-merrick.k12.ny.us with your full name, child's name, and telephone number.

Upon receipt of your Activation Key, these are the steps you will need to follow to register:

1. Go to the **Parents/Students** section located on the District Website Homepage and click on the **Infinite Campus Parent Portal** link.
http://www.bellmore-merrick.k12.ny.us/parentsstudents/infinite_campus_parent_portal
2. Please follow Steps 1-6 located under the section entitled: **Instructions for Accessing the Infinite Campus Parent Portal for the First Time.**

***Please Note:** Steps 5 & 6 provide instructions for entering **Parent email address/phone number** and **Non-Household Emergency Contact information**

System Requirements

Infinite Campus recommends the following supported browsers:

- For PCs, the company recommends Google Chrome (current and most recent previous version), Firefox (current and most recent previous version), and Microsoft Internet Explorer 11.x or higher
- For Macintosh computers, the company recommends Safari 9.x (Safari 6, 7, and 8 are no longer supported), Google Chrome (current and most recent previous version) and Firefox (current and most recent previous version).
- You will also need Adobe Acrobat Reader 7.0 or higher.

For Portal technical assistance, an email should be sent to icportal@bellmore-merrick.k12.ny.us. The email should include your name, your child's name, description of the problem or request, phone number at which you can be reached, and the best day/time to be reached.