

BELLMORE-MERRICK CENTRAL HIGH SCHOOL DISTRICT ADMINISTRATIVE OFFICES

Dear Parents/Guardians,

The Bellmore-Merrick Central High School District is pleased to provide you access to your child's school records online through our **new student information system**, Infinite Campus. Infinite Campus provides a Parent Portal communication tool which connects authorized parents/guardians 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 can use the portal to view your child's records including schedules and report cards.

***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.** Authorized parents/guardians will receive their activation key by August 12, 2016 through a separate email/mail to create a secure account. If you do not receive this Activation Key by August 12, 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.
2. Please follow Steps 1-4 located under the section entitled: **Instructions for Accessing the Infinite Campus Parent Portal for the First Time.**

Hard copies of these Step-by-Step Instructions for First Time Log On and the Infinite Campus Parent/Guardian Portal User Guidelines are included in this packet. Please retain for future reference.

System Requirements

Infinite Campus recommends the following supported browsers:

- For PCs, the company recommends Microsoft Internet Explorer 11.x or higher, Google Chrome (current and most recent previous version) and Firefox (current and most recent previous version).
- 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.

Timeframe:

The district will be **opening the new Infinite Campus Parent Portal on August 22, 2016.**

Student schedules will be available on this date.

Please Note: Middle School student schedules will be available at **1:00pm** and High School student schedules will be available at **4:00pm**.

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. For further assistance, please contact the District Parent Portal Help Desk at 516-992-1043.