

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.

- **Note:** If you have already created an account and logged into the portal, please skip down to sections "B" and "C" under "Steps for Registration," to ensure that contact information (e.g., parent email address/phone number) are provided.

Steps for Registration:

- A. Go to the **Parents/Students** section located on the District Website Homepage and click on "Infinite Campus Portal Login."
 - http://www.bellmore-merrick.k12.ny.us/parentsstudents/infinite_campus_parent_portal
- B. Scroll down to "**First-Time Parent Portal Instructions.**" Click on the first option for "Step-by-Step Instructions for First Time Portal Login" and follow the instructions.
 - **Your personal activation key for the portal is included in this envelope.** If the included personal activation key does not work, please send an email to icportal@bellmore-merrick.k12.ny.us
- C. Return to the **Infinite Campus Portal Login** page and scroll back down to "First-Time Parent Portal Instructions." Click on the fifth and sixth options for instructions on how to enter parental contact information and non-household emergency contact information. **This information is very important. For example, your email address will ensure that information (e.g., school updates) is properly sent to you. Additionally, parental and non-household emergency contact information are necessary during pickup, so that the student safely leaves the building.**
- D. After you have successfully activated the portal and entered all contact information, please complete all remaining steps under **First-Time Parent Portal Instructions.**

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 need Adobe Acrobat Reader 7.0 or higher.

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