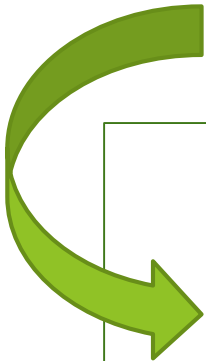


# Infinite Campus PARENT Portal Information



If you need any assistance  
with your parent portal  
login, Please email:

[ichelp@mayfieldschools.org](mailto:ichelp@mayfieldschools.org)

Download the app



Download the Campus PARENT APP by going to your App store and search:

INFINITE CAMPUS PARENT PORTAL

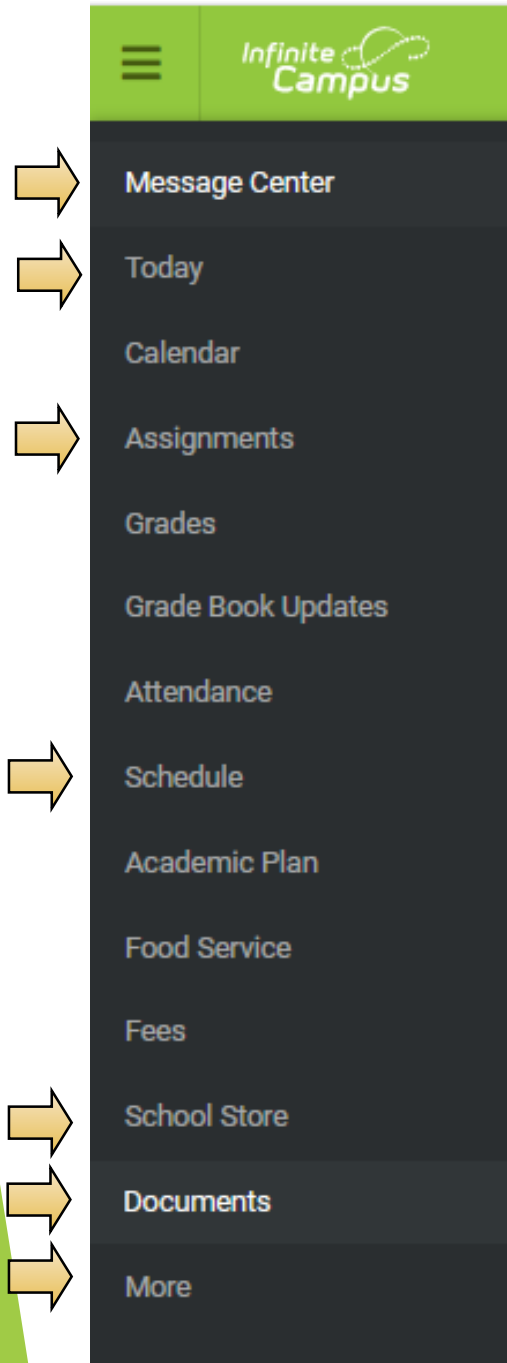
Enter the District Name: MAYFIELD

Select OHIO as the State

Click Search District and select MAYFIELD CITY SCHOOLS

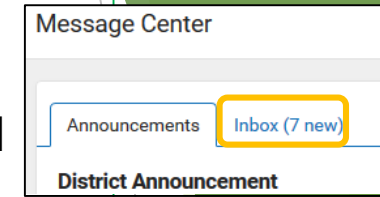
New parents to Mayfield will receive a 16 digit activation code in the enrollment confirmation email.

If you do not remember your username and/or password, please contact [ICHelp@mayfieldschools.org](mailto:ICHelp@mayfieldschools.org) to request the information. Please be sure to include your full name and that you are a parent.



Once logged into the parent portal, on the left are your choices with access to:

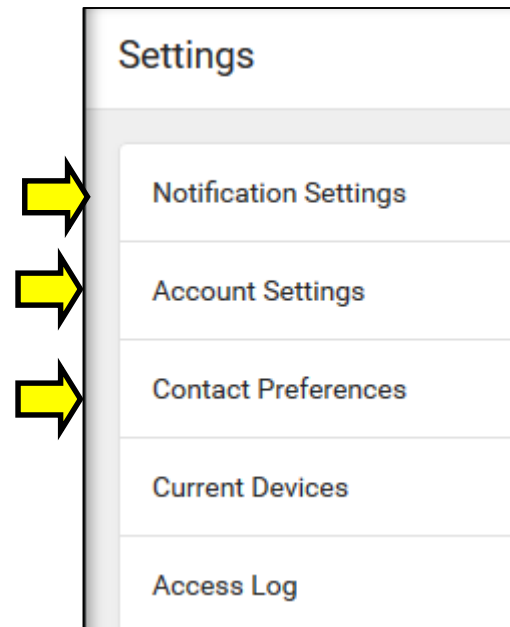
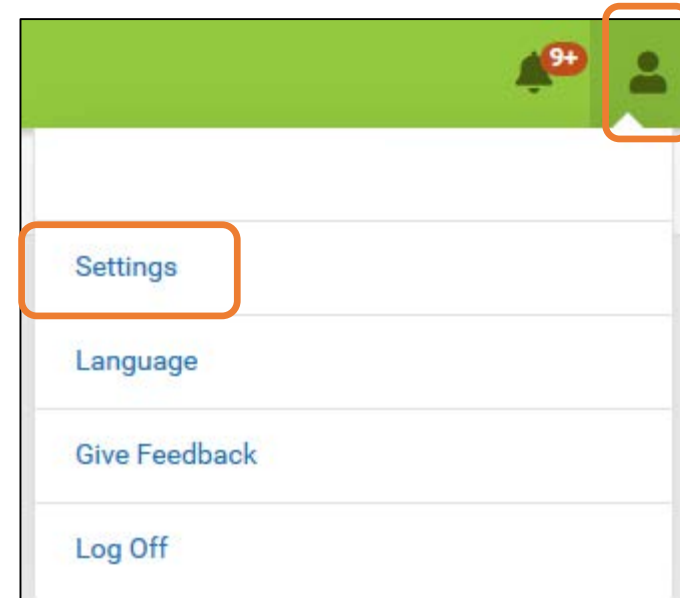
- **Message Center** shows district announcements, and any notifications (click on Inbox).
- **Today** gives you an overview of the student you have selected.
- **Assignments / Grades / Attendance** are all helpful ways to check on students progress.
- **Schedule**
- **School Store** purchase weekly lunches here.
- **Documents** - Report Cards will be available here at the end of each quarter. Only current year Report Cards are viewable.
- **More** - update your contact/notification information, enter an absence request (*currently High School only*), update your Annual Update OLR (required each school year), and other information.



## SETTINGS (Notification, Password, Contact Info)

In the upper right-hand corner, click on the person icon:

- Select **SETTINGS**
- **NOTIFICATION SETTINGS** (for assignments & grades). \*This is only for portal notification, it will not email or text\*
- Select **ACCOUNT SETTINGS** to change your password or your security email.
- Select **CONTACT PREFERENCES** to change how you prefer to receive communicated messages (**phone & email**). Please make sure **Emergency, General and Teacher** are checked, as these are the most used ways of communication.

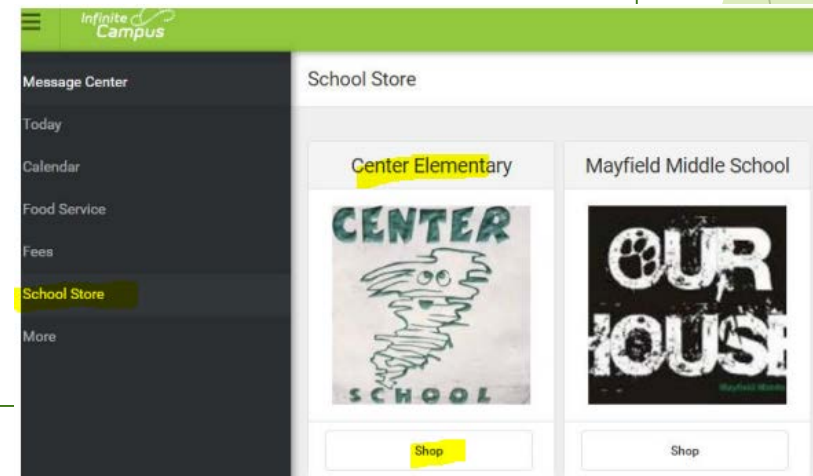


## SCHOOL STORE

The School Store is currently being used to pre-order free weekly school lunches through 2020. **PLEASE NOTE** orders must be placed by **THURSDAY of the PRIOR week**.

- Within the Parent or Student Portal, click on **SCHOOL STORE** (*Non-Household parents will not be able to place orders in Infinite Campus*)
- Choose the school store for your student. (You will have multiple if you have students at different schools)
- Click **SHOP**
- Select the **day** you would like to add to your cart by clicking **VIEW**
- Choose the **meal** option. Then **choose the recipient (child)** who the meal is being requested. Only children within the building will be available.
- Click **Add to Cart**. **\*\*This is not a purchase and you will not be debited from your lunch account.**
- Repeat the process for each requested meal.
- Choose **MY CART** and review your requests.
- Click **SUBMIT** when complete.

*\*This option is currently not available to preschool students.*



## ANNUAL UPDATE OLR

The Annual Update OLR is **required** to be completed by the residential parent at the **beginning of each school year**.

- Within the Parent Portal, click on MORE > Annual Update OLR
- “Click here to go to Existing Student Registration”
- Verify student information
- Verify correct Registration Year
- “Click here to begin Registration”
- Read instructions and click BEGIN
- Complete all information for each tab (*Household / Guardian / Emergency Contact / Student*)
- Click SUBMIT

### Online Registration

Please select from the following:

Register student(s) who are currently enrolled in this district. **OR** Register student(s) who have never been enrolled in this district.

[Click here to go to Existing Student Registration](#)

[Click here to go to New Student Registration](#)

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[Click here to Begin Registration](#)

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with your parent portal,  
Please email:**

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