

Infinite Campus PARENT Portal Information



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

ichelp@mayfieldschools.org

Download the app



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

INFINITE CAMPUS PARENT PORTAL

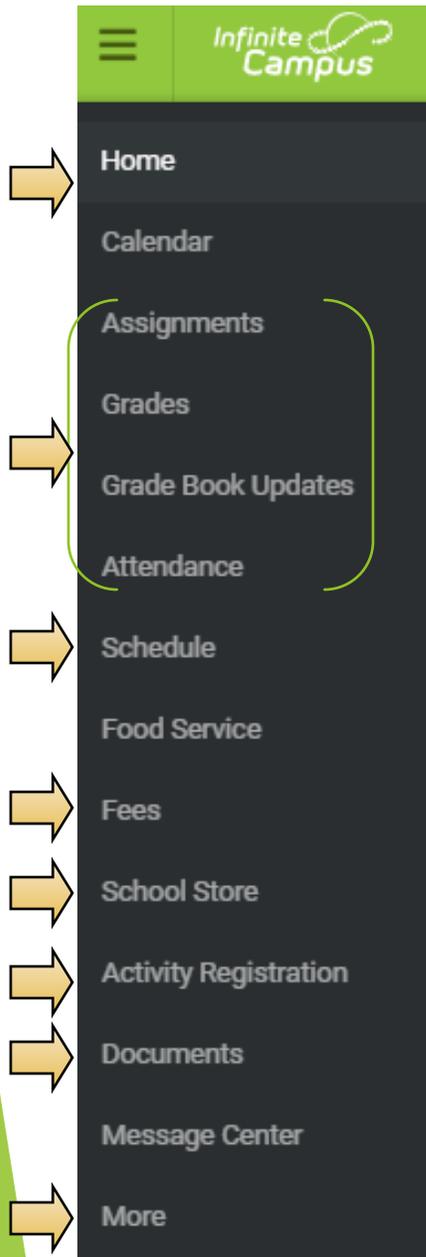
Enter the District Name: **MAYFIELD**

Select **OHIO** as the State

Click **Search District** and select **MAYFIELD CITY SCHOOLS**

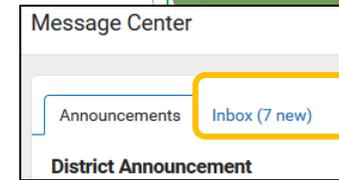
New parents to Mayfield will receive a 16 digit activation code
in the enrollment confirmation email.

If you do not remember your username and/or password,
please contact ICHelp@mayfieldschools.org 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:

- **HOME** shows summary of student / Student ID / Schedule / Assignments & district announcements
- **Assignments / Grades / Attendance** are all helpful ways to check on your child progress.
- **Schedule**
- **Food Service** allows you to add money to food account
- **Fees** is where to pay school fees
- **School Store** is the place to purchase fundraisers/fieldtrips/locks/clubs/events & activities
- **Activity Registration** shows the activities your child is registered for
- **Documents** where schedules and report cards show when available (end of each quarter and school year till June 30th)
- **MORE** has the following options:
 - Address, Demographics, Family Info
 - Health, Meal Benefits, Locker & Chromebook Info
 - Complete the Annual Update for each school year
 - Enter an Absence Request

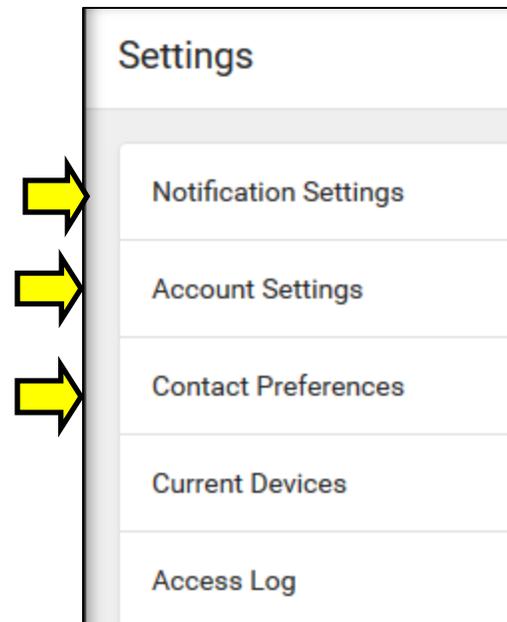
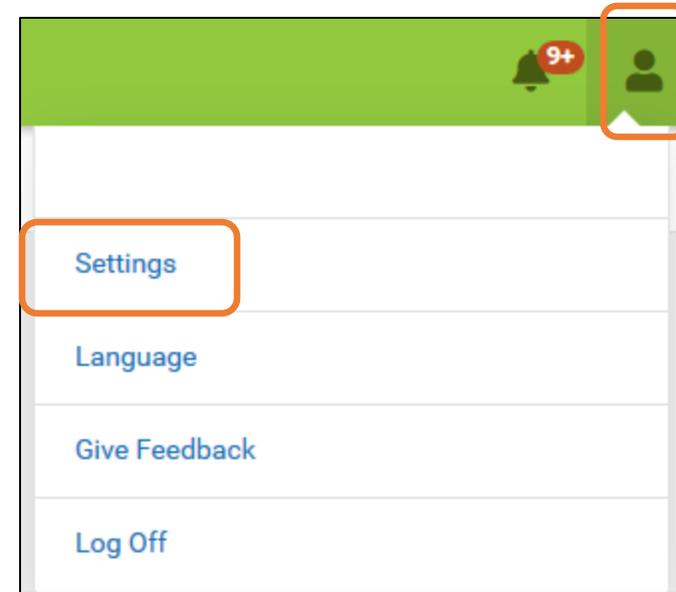


SETTINGS

To see your settings, click on the person icon in the top right corner of screen

Settings allow you to:

- Set up NOTIFICATIONS (**this is only for portal notification, it will not email or text**)
- **Account Settings** to change your password.
- Select **Contact Preferences** to change how you prefer to receive messages .



FOOD SERVICE

Food Service

ACCOUNT NAME	ACCOUNT #	BALANCE	
Christian Abram	9	\$14.50	>
Amy Abram	10	\$0.00	>
Phillip Abram	11	\$50.00	>

ACCOUNT NAME	ACCOUNT #	BALANCE	AMOUNT
Christian Abram	9	\$15.50	\$10.00

0
Items in Cart
\$0.00

Subtotal: \$10.00

Service Fee: \$0.00

Total: \$10.00

Payment Method *

No payment methods available

Email Address for Receipt

To add money to a lunch account:

- Select **PAY**
- Enter amount for student
- Click **ADD TO CART**
- Click **MY CART** (to the right)
- Select or Add payment method
- Click **SUBMIT PAYMENT**

To make recurring payments when student reaches a certain balance:

- Click **MY ACCOUNTS**
- Select **RECURRING PAYMENTS**
- Click on the Arrow under Amount
- Enter **Monthly or Low Balance**
- Enter **Start & End Date**
- Enter **Amount**
- Select or Add **Payment Method**
- Enter **email address for receipt**
- Click **SAVE**

FEES

Today
Calendar
Fees
Message Center
Discussions
More

Fees

School Year: 2019 - 2020
Type: Unpaid

Total Due: \$607.50
Total Surplus: \$500.00

DESCRIPTION	DUE DATE	FEE BALANCE
Prior Year Balance		500.00
MS Boys 1st Athletic Sport Fee	09/30/2019	100.00
MS Extra PE shorts	10/31/2019	7.50
Subtotal		607.50

Print Optional Payments

To pay Fees:

- Select FEES
- Select Fee you wish to pay
 - For non-school supply fees, click OPTIONAL PAYMENTS (on bottom)
- Click ADD TO CART
- Click MY CART (to the right)
- Select or Add payment method
- Enter email address for receipt (optional)
- Click **SUBMIT PAYMENT**

< Back Manage Accounts

Payment Methods

See what credit cards are saved.

Payment History

See what payments you have made.

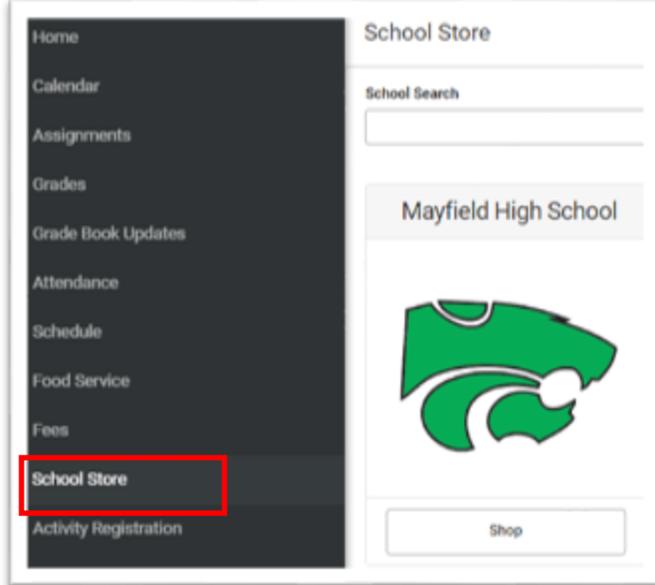
Recurring Payments

Set up recurring lunch payments.

Optional Payments

Optional payments used for Field Trips, fundraisers, tickets - generally NOT a school supply fee.

SCHOOL STORE



The School Store will show options to purchase specific things (some examples below).

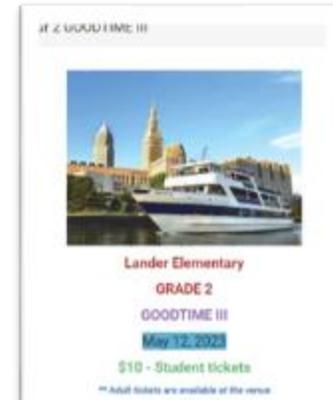
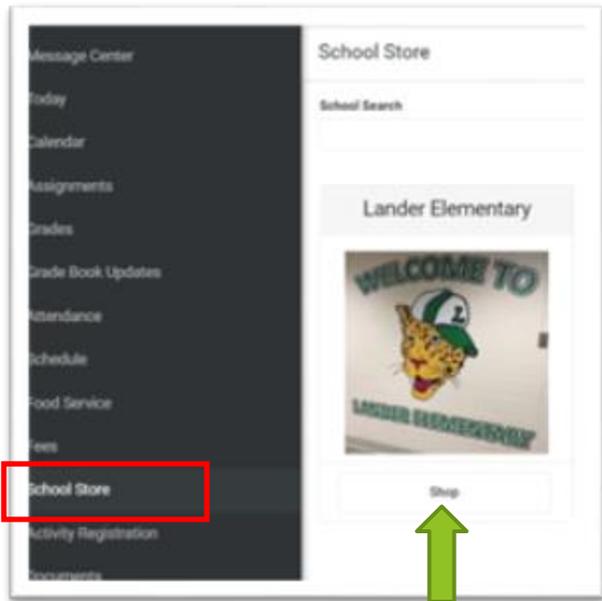
Click **SHOP** to see what is available for that school

- Field Trips
- Parking Passes
- Tickets
- Clubs
- Summer School

PLEASE NOTE:

In order to participate in field trips, ALL school fees must be paid in FULL. If you do not see a field trip or special purchase in the "School Store", you will need to pay the fees first. It may take up to an hour before the field trip shows in the school store.

SCHOOL STORE > FIELD TRIP

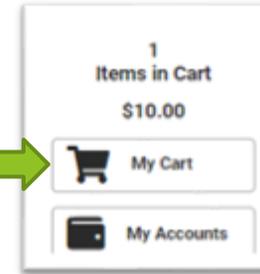


Recipient*

Options*

Quantity*

Total Price
\$0.00



ALL SCHOOL
FEES MUST BE
PAID BEFORE
YOU CAN SIGN
UP FOR A
FIELD TRIP

Example Field Trip

- Click **SCHOOL STORE**
- Find School & click **SHOP**
- Click **VIEW** from selected option
- Select **Recipient** (student)
- Click the Drop-down arrow for **OPTIONS** (select teachers name)
- Select the **Quantity** (total price will calculate)
- Click **ADD TO CART**
- Click **MY CART**
- Complete **Payment** information
- Click **SUBMIT**

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](#)

[Click here to Begin Registration](#)

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