



# Hastings Public Schools

## Back-To-School Annual Updates

Hastings Public Schools is pleased to provide families with an easy way to sign annual forms and review and update household contact information for the upcoming school year through their Campus Parent Portal Accounts. The process will take approximately 5-20 minutes depending on the number of children. All families must complete this update between August 14, 2022 and September 15, 2022.

Families will be asked to review and update parent/guardian contact information and non-household emergency contacts. Families will also be asked to review and agree to their school's student handbook, the Student Device User Agreement & Responsible Use of Technology Agreement, and a COVID Daily Symptoms Check Agreement.

One parent or guardian from the primary household will be required to provide information for your children. Parents/Guardians from a secondary household will be able to update their own contact information.

We appreciate your support in updating this critical information so that we can best serve you and your students.

### STEP 1

Log into your Infinite Campus Parent Portal Account using your username and password.

[Hastings Public Schools Campus Parent Portal Login](#)

If you have not set up an account, please contact the school office where one of your children attends to request an account access key.

If you forgot your username or password, click on the Forgot Username or Forgot Password option on the login page to set or change your username or password. If you are still having difficulty logging in, please request assistance by emailing [campusportal@isd200.org](mailto:campusportal@isd200.org)

## STEP 2

Once logged in, select **More** from the left navigation menu.

Options will appear in your main window. Select **Back-To-School Annual Updates**.

The screenshot shows a dark navigation sidebar on the left with the following items: Message Center, Today, Calendar, Schedule, Fees, Documents, and More. The 'More' item is highlighted with a red box. To the right, the 'More' menu is expanded, showing a list of options: Address Information, Assessments, Demographics, Family Information, Health, Emergency Contacts, and Back to School Annual Updates. The 'Back to School Annual Updates' option is highlighted with a red box.

## STEP 3

Infinite Campus will display a list of the students currently enrolled in the district.

Select **Begin Registration** if the list is accurate. If the list is missing any students, please contact your child's school.

The screenshot shows the 'Online Registration' page for Jane Jones. It includes a welcome message and instructions. Below the text is a table of currently enrolled students:

Student Name	Grade	Included in new App?	Reason if not included:	Online Registration Submitted.
Michael Jones	01	Yes	Included	No
Mary Jones	06	Yes	Included	No

Below the table is a dropdown menu for 'Registration Year' set to '21-22 School Year'. At the bottom, there is a 'Begin Registration' button highlighted with a red box.

## STEP 4

Infinite Campus will display an electronic signature page. Enter your name in the textbox and use your mouse or touchpad to draw your signature on the signature line. Select Submit to continue.

 Infinite Campus Online Registration

Welcome [redacted] Please type in your first and last name in the box below.

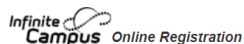
By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

Please sign on the line below.

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## STEP 5

Review the Welcome screen and select Begin.

 Infinite Campus Online Registration

Application Number 49

Welcome to Hastings Public Schools Back-to-School Annual Updates. Before you begin, please gather the following:

- Household information -- address and phone numbers
- Parent information -- work and cell phone numbers, email addresses
- Student demographic information
- Non-Household Emergency Contact phone numbers.

Note: Required fields are marked with a red asterisk, and the district will receive the data exactly as it is entered. Please be careful of spelling, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

## STEP 6

Review and complete the fields on each screen.

- Any field marked with a red asterisk (\*) is required.
- Use the Next and Save/Continue buttons to move through the fields.
- Any items highlighted in yellow have not yet been reviewed and need your attention. Please update using the Edit/Review button. Make sure to review each parent/guardian and each student.
- In the Release Agreements section, be sure to click on the links to view the documents (handbook, tech agreement, COVID symptoms check form). It is required that those documents be clicked on and opened and you'll receive error message indicating that you've missed required fields if you haven't clicked on the links.

## STEP 7

Review the handbook, tech agreements, and symptoms check agreement documents and click on the corresponding checkboxes to indicate that you've reviewed each document and then sign the document. You'll need to complete this for each student.

## STEP 8

Click Submit when you are finished. You'll receive an error message if any required fields were missing.

## STEP 9 (Optional) Required only if purchasing the Student Device Protection Plan)

If you decide to purchase the Optional Student Device Protection Plan for your students device (Chromebook or iPad), you will need to follow up by going into our Online Payment system and completing the purchase of the plan. This is not required unless you are choosing to purchase the device protection plan for your student(s).

**\*\*\*The deadline to purchase the Optional Protection Plan for the 2022-23 school year for currently enrolled student is Friday, September 16, 2022.\*\*\***

[Optional Device Protection Plan Overview](#)

[District Online Payments](#) –

- Once on the District Online Payment site, select *Submit Payment for Miscellaneous Fees*
- Select Miscellaneous in the left navigation menu and then Student Device Protection Plan.
- If you haven't yet used the online payment system, you'll need to set up an account and add your students.
- The purchased plan is tied to each student so when purchasing the plan you will need to identify which student you are purchasing it for.
- Helpful Hint (when purchasing the protection plan): If their student does not have a student ID attached to their student name they need to **delete the student** and then **add the student again using the student birthday and student ID** validation.

*If your student qualifies for free/reduced lunch, the device protection plan will automatically be provided by the district for your student and does not need to be purchased.*