

# Campus Portal Instructions for Parents

Note: Campus Portal is also known by the names FWA, Family Web Access, Parent Portal, and Infinite Campus Portal.

With Campus Portal, you are able to view you child's grades, schedules, attendance information, missing assignments, messages from teachers and administrators, and other information contained in our student system, which is Infinite Campus.

What information is available varies by school. The elementary schools do not enter assignment information in the system. Report cards are available at the end of each term for the secondary schools. The two middle schools do track assignments in the system. The high school tracks assignments plus teachers post grades bi-weekly.

The information available in Campus Portal is only for the current school year. After about July 1, you will see information for the upcoming school year. When a school year ends, if you wish to retain any of the information from that year, you will need to print the pages and/or save the PDF reports before June 30.

This document contains the following sections:

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## **Terms Required for Online Access to Student Records:**

I am the parent or guardian of the children listed on this site and I have a legal right to their educational records.

I will notify the school district immediately (fwa@farmington.k12.mn.us) if the online system allows me to view records of students for whom I am not the parent or guardian, or for whom I no longer have a legal right to educational data.

I will protect my authorization credentials (username and password). I understand that the school district staff will never request my password, but may request other personal information in order to verify my identity.

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## Signing up for a Campus Portal Account:

Note: For this process to work, you need to be able to receive emails from **FWA@farmington.k12.mn.us**. If you think you are not receiving these emails, please check your SPAM or junk email folders. If your email program or spam filter allows it, please add this email address to the safe senders list or whitelist. Since there are many different email programs/systems in use, we are not able to provide specific instructions.

You begin the process by contacting your child's school to request access. You only need to contact one school, even if you have children in multiple schools. You must be a legal guardian to gain access. Contact may be via phone or in person. Email requests are not accepted.

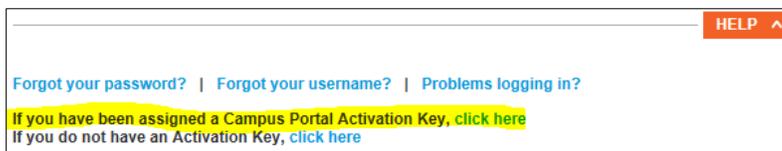
School personnel will verify your identity and enter your email address into our student system.

Within 2 business days, you will receive a confirmation/agreement email. Quite often, you'll receive this email the same day you call the school, but the actual timing is dependent on the workload of district personnel and the time of day you call the school.

The confirmation/agreement email lists your children attending school in the district. If this information is incorrect, please call the school to let them know.

If you agree to the terms specified in the email, please reply to the email with the words "I agree" in the body of your email. If possible, include the original email in your reply.

Within 2 business days of receiving your agreement, you will receive an **Activation Key** which allows you to create a Campus Portal user account. Follow the instructions in that email to create your account. You will have to click on the **Help** button to see the Activation Key link:



Once you have created your account, you should be taken to the login page to sign in.

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## Security Preferences:

If you are presented with the following page when logging into the portal, please choose **Yes**:

**Security Preferences**

**Update Your Security Preferences**

To better protect your privacy and security, going forward all users will be required to add additional security preferences when registering a new account or logging into an existing account. Security preferences are another layer of protection for your account and will allow you to reset your password should you ever need to. Users can log in up to three times before these settings will be required.

**Would you like to update your security preferences now?**

**Yes >>> Not Now X**

By updating your security preferences, you will be able to request automatic password resets when you forget your password.

When you answer Yes, you will see an information box:

In order to properly recover your username or reset your password in the future, you must enter the following information.

On the next page, you will be required to enter each of the following:

1. A valid email address. This email address will be used when recovering your username or resetting your password.
2. Eight Like and eight Dislike images.
3. Your current Campus password.

It is important you select Like and Dislike images which have personal meaning to you. You will need to identify some of these images to prove your identity during the password reset process.

You can update your Like and Dislike images, email address, and password any time after they are initially saved.

[click to close](#)

Click the “**click to close**” link at the bottom of the box to continue on.

You are now presented with a page where you must complete four (4) pieces of information:

**User Settings**

**Set User Account Recovery Email**  
Enter your email address.

Email  ← **1**

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**Set User Preferences** ?

**Likes** ← **2**

Activities Animals Food Other Sports

You have selected 0 of 8 likes

AND

**Dislikes** ← **3**

Activities Animals Food Other Sports

You have selected 0 of 8 dislikes

**Your Likes**

**Your Dislikes**

Click any image to deselect it

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**Save Changes**  
Enter your current password to save any changes to your user account settings.

Current Password  Save Changes ← **4**

Cancel

1. Enter a recovery email address. This email address will be used when password resets are necessary, and to send you your username if you forget it. You can use the same email address here that you used for your user account.
2. Choose 8 images you like by clicking on the images under **Likes**.
3. Choose 8 images you don't like by clicking on the images under **Dislikes**.
4. Enter your current password.

After entering your password, click **Save Changes**. Make sure to remember your image selections.

You can also get to your security preferences by using the **Account Management** option when you are logged in:

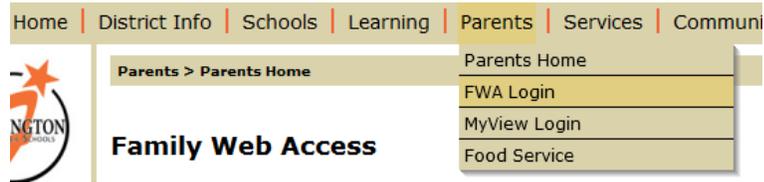
Calendar	>
Attendance	>
Health	>
Assessment	>
Reports	>
Family	>
Messages	>
User Account	>
<b>Account Management</b>	>
Contact Preferences	>

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## Using Campus Portal:

The portal is very easy to use, so we'll just highlight some main points.

You get to the portal website by going to the district's home page at [www.farmington.k12.mn.us](http://www.farmington.k12.mn.us). Move the mouse over the **Parents** option on the menu bar and click on **FWA Login**:



When you first logon to the portal, you see (not including the yellow boxes):



1. Notices from the school district, which may include emergency school closings.
2. Notices from your children's schools, such as upcoming events at the school.
3. Messages from teachers.
4. If you have a mobile device, use the Get Your District ID button to get the information needed to run the Campus Portal App on your device.

If you have more than one child attending Farmington Public Schools, you will need to select them one at a time using the drop down list near the top of the page:



Just click on **SELECT A STUDENT** to get a list of your children's names, and then choose the child you wish to view. If a student attends more than one school (which is very rare), you will also have to select the desired school.

Once you select a student, you will see their name, as well as the school, student number, and grade level:

<b>12-13 Farmington High School</b> <b>Student Number:</b> ██████████ <b>Grade: 09</b>
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The options you see for each student are:

<b>Calendar</b>	
<b>Schedule</b>	>
<b>Attendance</b>	>
<b>Grades</b>	>
<b>Health</b>	>
<b>Assessment</b>	>
<b>Reports</b>	>
<b>Family</b>	
<b>Messages</b>	>
<b>Calendar</b>	>
<b>User Account</b>	
<b>Account Management</b>	>
<b>Contact Preferences</b>	>

<b>Calendar</b>	>
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This option shows assignment due dates and attendance information.

<b>June 2013</b>
 Assignment(s) Due  Attendance Event(s)

**Schedule** >

The schedule option is available only for the middle schools and the high school.

**Course Schedule**

 = Click on Class Name for Current Assignments and Scores  
 = Click on Teacher Name for Email

	Term T1 (09/04/12-11/30/12)	(12/
0	EMPTY	EMPTY
1st	 20403-2 EN-Honors English 9A  Stock, Jon	 21220-  Bliss, L

If the name of the course has an icon next to it, you can click on the course name to see assignments and grades for that course. If there is no icon, then there are no assignments or grades for the course.

Similarly, if the teacher name has an icon next to it, you can click on the teacher name to send an email (depending on how your email is set up on your computer).

**Attendance** >

The attendance option provides multiple ways to review your child's attendance.

**Grades** >

The Grades option is only available for the middle schools and the high school, and it lists in-progress and posted grades.

**Health** >

The Health option lists the immunizations your child has had. If this information is not correct, please provide the school with updated information.

**Assessment** >

The Assessment option lists the results of district, state, and national assessments, such as MCA, ACT, and SAT.

**Reports** >

The Reports option contains links for various reports, including missing assignments, schedules, and transcripts. This option is not available for elementary schools.

**Messages** >

The Messages option returns you to the main page.

**Calendar** >

This calendar option shows all of your children at once.

**Account Management** >

The Account Management option allows you to change your password and other security information.

All new passwords must be strong passwords. As you enter your new password, an indicator changes from red to yellow to green to let you know when your password is considered a strong password. Using mixed case in combination with numerals and special characters is recommended.

You can update your User Account Recovery Email here. This email address can be the same as your account email address, if desired.

You can also change your lists of Likes and Dislikes with this option.

**Contact Preferences** >

The Contact Preferences option allows you to update your account's email address, and to add a secondary email address.

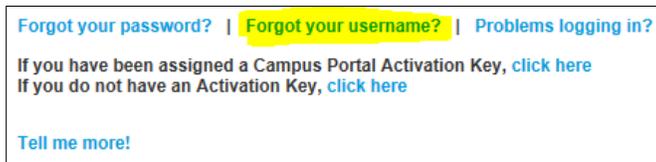
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## What to do if you forget your username:

On the Sign In page, click on the Help button:



You will see several options:



Click on the **Forgot your username?** link to get:



Enter your email address and click the **Get username** button. This must be the email address we have on file for you. If the email address is not on file, you will see this message:



If your email address does not match what is on file, you must call the school to have your email address corrected.

If the email address you entered is good, you will receive your username at that email address.

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## What to do if you forget your password:

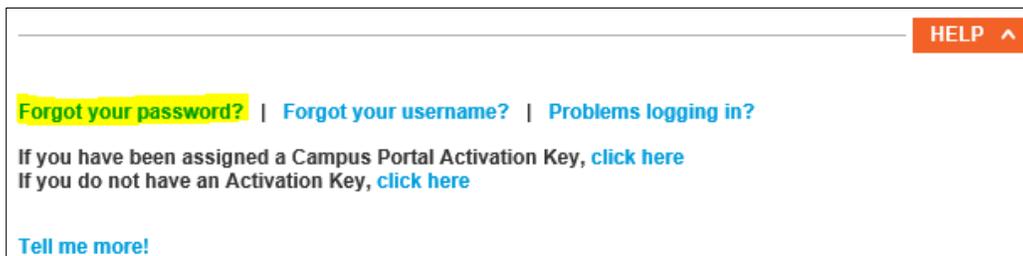
Since passwords are encrypted in the system, we are not able to tell you your password if you forget it; it will have to be reset and you will have to choose a new password.

There are two ways of getting your password reset. The fastest way is to use the portal's built-in self-service password reset functionality. The other method is to send a password reset request to FWA@farmington.k12.mn.us. Both of these methods are discussed below.

### Method 1: Built-in Self-Service password reset functionality:

To use this method, you must have entered your security preferences into the system. See the section on [Security Preferences](#) for more information about entering your preferences.

On the portal sign in page, click on the **Help** button to reveal additional options:



Click on the **Forgot your password** link.

A page displays where you enter your **username**, and the system sends an email to the account recovery email address associated with your username.

The email sender is do-not-reply@farmington.k12.mn.us. Check your SPAM or junk mail folders if you do not receive this email. The email contains a link you click on, which in turn opens a page in your web browser.

On this page, it displays four of the images you said you liked and four that were identified as dislikes. It will randomly ask you to identify either the four liked images or the four disliked images.

If you successfully identify the images, you are then presented with a page to enter a new password. After you enter a new password, you are taken back to the FWA login screen, where you can use your new password to sign in.

If you get the following message when you click on the Forgot your password link, then you need to use method 2:

**You have not entered a security email address in your account settings, so we cannot reset your password. When you are able to log in, please enter a security email address in your account settings so you will be able to reset your password in the future.**

**Method 2: Send a password reset request to FWA@farmington.k12.mn.us:**

If you are unable to use the "Forgot your password" link, please send an email to fwa@farmington.k12.mn.us requesting a password reset. The email must come from the email address we have on file for you, in the body of the email include your name and your username, and state that you are requesting a password reset.

Depending on staff availability and current workload, within 2 to 3 business days (usually much sooner than that) you will receive an email containing a temporary password. Use this password to logon to FWA, and you will be prompted to change your password. Enter a new password and confirm it. On the line for the old password, enter the temporary password you received via email.

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