

## **Online Annual Update - Emergency Information Submission**

(formerly hand-written Green cards)

1. Log into your infinite Campus portal account
2. On the left hand side of the screen, click “Annual Update or New Students”
3. On the left hand side of the top of your screen, click on”Click Here to Go to Existing Student Registration” button.
4. Click on “Begin Registration” button.
5. Validate your account and click on the “Submit” button. This will load your previously entered Infinite Campus information.
6. Follow the next six steps in succession. Each new screen will have information in yellow that needs to be edited(verified or changed). You will need to click “edit” button to review the information. Click on the “next” button to move to the next screen. You will need to “save and confirm” the information throughout the process.
7. Submit for final information.
8. Log out of your Infinite Campus account.

## Accessing Parent Portal

District ID: SSSSHL (needed for mobile app only)

\* The mobile app can only be accessed after the initial access has been accessed using a .

For a student/parent/guardian to log into IC for the **FIRST** time:

- Obtain the Person GUID code on their summary page (student and parent/guardian each have their own GUID)
- Go to [www.swcsd.us](http://www.swcsd.us)
- Go to Parent Resources in the top menu
- Click Infinite Campus Parent and Student Portal
- Click [Infinite Campus Parent and Student Portal LOGIN](#)
- Click **the orange "HELP" box**
- Click **If you have been assigned a Campus Portal Activation Key, [click here](#)**
- Enter the activation key (Person GUID)- it is case sensitive
- Click submit
- You can now make your own username and passcode

Activation Key:

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