

Directions on How to Use Parent/Student Portal

First Time Access

- Delete the entire address bar in your web browser. Be certain to type the following address **exactly** as typed below – **NOTE** [https](https://ic.windhamraymondschools.org/campus/portal/rsu14.jsp).

<https://ic.windhamraymondschools.org/campus/portal/rsu14.jsp>

- The following screen will appear.

Infinite Campus

Welcome to the RSU 14 Campus Portal
Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!

[Tell me more!](#)

[In English](#)

First time using Campus Portal?

If you have been assigned a Campus Portal Activation Key, [click here](#)
If you do not have an Activation Key, [click here](#)

Already have a Campus Portal account?

User Name

Password

[Problems logging in?](#)

**First time users
Click here**

- After you click on the First Time User Activation area, you will see a new page.

Activating your Campus Portal account

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal [Activation Key](#) sent to you by your child's school.

Activation Key

{ - - - - }

- Enter your **Guide number** into the activation key box above exactly as written, being aware that this entry is case sensitive, and then click **Submit**.

- The following screen will appear.

Campus Portal account creation successful!

Welcome **Susie Smart**, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

User Name

Password

Verify Password

- Enter a **Username that you create**. It is best to use an alphanumeric username (both letters and numbers).
- Enter a **Password**. Again, it is best to use an alphanumeric password. Passwords should be at least 6 characters long. We suggest using a **Strong Password**, which must meet three of the four qualifications below.
 1. A lower case letter (a, j, r, etc)
 2. An upper case letter (A, J, R, etc)
 3. A number (3, 7, 2, etc)
 4. A symbol (@, %, &, etc)
- Enter the password a second time in the **Verify Password** field.
- Click the **Create Account** button. This action will create the username and password. The username and password will be verified, and upon approval, the portal account will be created. Use the *Click Here* link on the account creation page to enter the user name and password to access the portal information. **Once the Activation Key has been used to create an account, it cannot be used again.**

The following pages contain screen shots and information about the different sections that you will be able to access once you enter the portal with your user name and password. A more complete manual on how to use the parent portal can be found at http://www.windhamraymondschools.org/wsd_hs/IC/UG_Portal_ParentsStudents_0709.pdf

Parent Main Screen looks like this .

- The left side of the screen provides navigation to different areas by clicking on them.

Calendar Screen has all the information listed at the right of this screen shot plus

Student Schedule Screen – Contains Grades and Assignments

- Lists student schedules
- Allows for instant e-mail to teachers by clicking on the envelope icon next to the teacher's name. (Not functioning at this time but will be ready soon).
- By clicking on the Class Name, parents get a complete list of **assignments and grades** in the class

If there is an envelope link in the class schedule, the user may click the teacher’s name to send an email. This opens a new email message using the preferred email software with the teacher’s address already populated.

