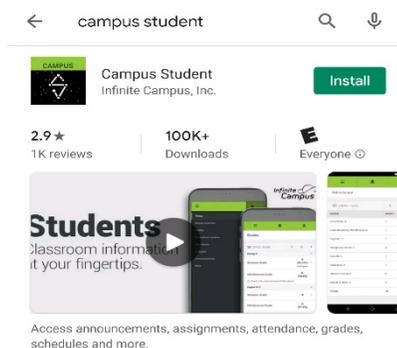
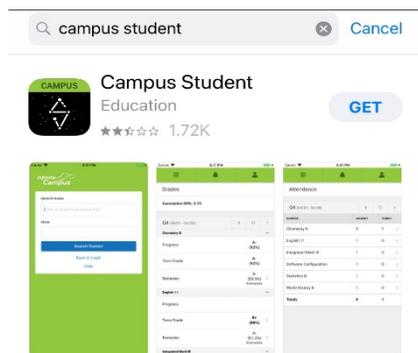


# Student Portal Instructions

## 1. Two ways to access the student portal

- Website: [https://valleyparkmo.infinitecampus.org/campus/portal/valley\\_park.jsp](https://valleyparkmo.infinitecampus.org/campus/portal/valley_park.jsp)
- Mobile App: Search for Campus Student in the Apple App Store (*iPhone*), or the Google Play Store (*Android*)



*Most students will use the mobile app for convenience. However, some of the higher-level features, such as online registration/course requests (if enabled), may work better through the website using a computer browser. Infinite Campus recommends Google Chrome or Mozilla Firefox; however Microsoft Edge seems to work without issue as well.*

## 2. Once downloaded, open up the student portal app. It is named "Student" on your phone.

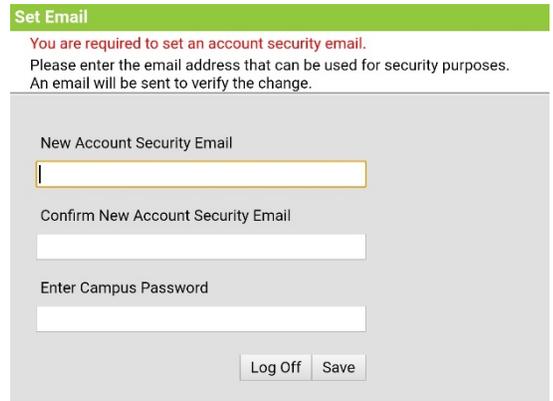
- Your **username** will be your **lunch PIN**.
- The default **password** is **gohawks19**

*Any district announcements will be listed on the login screen.*

- ## 3. At the next screen, you will be prompted to change your password. Enter your old password (**gohawks19**), and then create a new password and confirm it.

4. Next, you may be asked to verify your account security email. Please enter your Valley Park student email address. Confirm it. And then enter your new password that you just created on the last step. Click “Save”.

After you do this, a browser window may try to open and take you to the portal login website. Close this, and back out of the app. After you close the app, re-open the app and you should be able to log into the student portal.



5. Once you log into the portal through the app, you will see your home screen, which will contain your name, picture, upcoming assignments that are due, your schedule, and other items.

On the top left, click the 3 lines to open the side menu, which will allow you access to the calendar, your assignments, grades, attendance, schedule, food service account, messages, locker information, and much more.

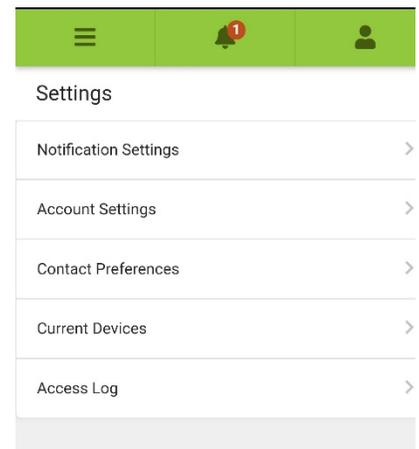
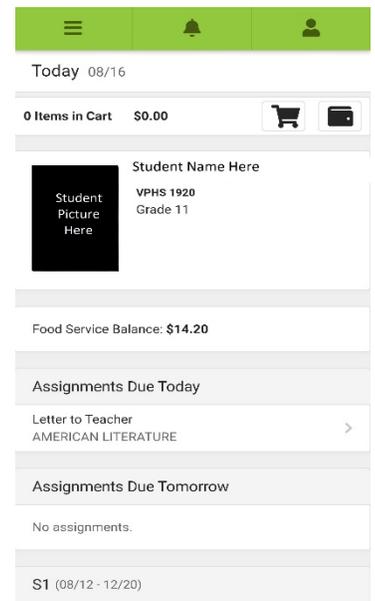
The bell at the top of the screen is a notification center. This shows you any school messages or notifications regarding your classes or grades.

If you click the person icon in the top right corner of the app, your preferences menu will open. Click “Settings”.

The notification area will all you to customize the notifications you received, such as when assignment or grade updates, low lunch balance, or attendance updates.

Account settings will allow you to update your security email or your password.

***Please click “Contact Preferences” to continue...***



It is **absolutely critical** that you update your contact preferences. Please make sure your phone number and email address is entered into the appropriate fields. This is how the school will contact you through Infinite Campus.

Please enter a cell phone number here. This will allow you to receive school related calls and texts, based on the preferences you set below.

Please enter your Valley Park email address for your primary email address.

You may enter a secondary email address if you would like, however it is not required.

Below, you can set your message preferences for various categories. It is **HIGHLY ENCOURAGED** that you leave “Priority”, “General”, and “Emergency” boxes checked, at a minimum. Also, it’s also encouraged to leave “Teacher” checked for email as well.

Click “Save” at the bottom to save your contact information.

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Contact Preferences

**Cell Phone**

**Work Phone**

**Other Phone**

**Email Address**

**Secondary Email Address**

**Preferred Language**  
 Your district may send some communications in languages other than English. If you prefer to be contacted in a different language, please specify your preferred language.

**Message Preferences**  
 For each notification type, select how you prefer to receive messages by checking Voice, Text (SMS), or Email.  
 If the Text (SMS) option is enabled, message and data rates may apply. Charges are dependent on your service plan, which may include fees from your carrier to send and receive text messages. To opt out, uncheck the Text (SMS) box at any time.

Phone

Email

You must be a household guardian to edit the household phone preferences.

| Student HOUSEHOLD PHONE<br>(314) 555-5555 | VOICE                               | TEXT (SMS)               |
|---|-------------------------------------|--------------------------|
| Priority                                  | ✓                                   |                          |
| Attendance                                | ✓                                   |                          |
| General                                   | ✓                                   |                          |
| Behavior Messenger                        | ✓                                   |                          |
| Emergency                                 | ✓                                   |                          |
| Food Service                              | ✓                                   |                          |
| CELL PHONE<br>(314) 555-5555              | VOICE                               | TEXT (SMS)               |
| Priority                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Attendance                                | <input type="checkbox"/>            | <input type="checkbox"/> |
| General                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Behavior Messenger                        | <input type="checkbox"/>            | <input type="checkbox"/> |
| Emergency                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Food Service                              | <input type="checkbox"/>            | <input type="checkbox"/> |

Save