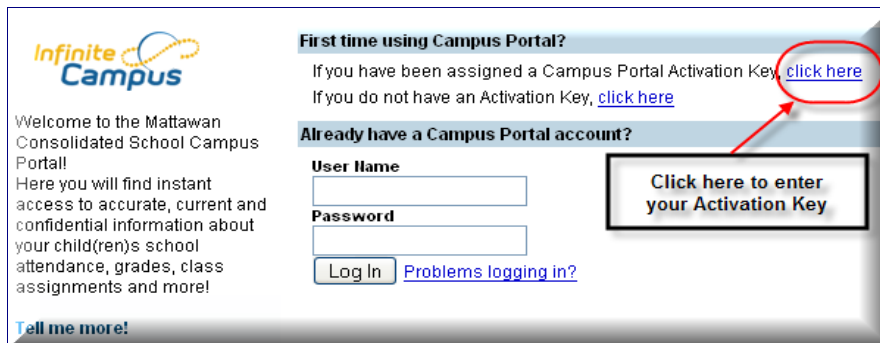
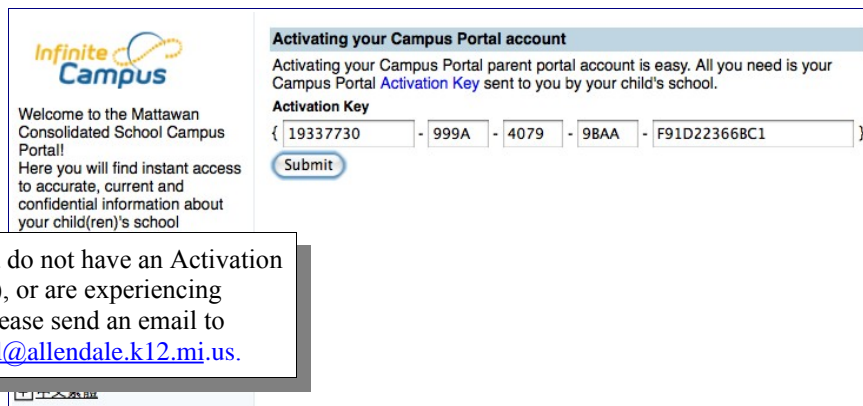


**Access** You may access the portal via any computer with Internet connectivity and an up-to-date browser. Microsoft Internet Explorer 5.5 or higher for PC's and Mozilla Firefox for Macintosh computers will work best. We recommend the use of Windows 2000 or higher or Macintosh OS X for best results. You will also need Adobe Reader software installed on your computer. Links to the above mentioned browser programs and to Adobe Acrobat Reader can be found at the end of this document.

**Creating Your User Account** You will be presented with the following screen where you will begin the process of creating your Campus User account. Click on the link at the end of the sentence *If you have been assigned a Campus Portal Activation Key, [click here](#).*



Enter the 32 digit GUID Activation Key given to you by the school district, then click on *Submit*. If you encounter the following message, **Campus Portal account activation error**, follow the prompts and try again.



After having successfully activated your key, you will see the screen below. Here is where you will create your *User Name* and *Password*. We suggest using your first initial followed by your last name, with no commas or spaces, to be your *User Name*. This will facilitate the search for your account when assisting you with problems. You will need to choose a password that meets the criteria for being what is known as a "strong" password.

A **strong password** is defined by the following:

- 1) It must be 8 characters or more in length.
- 2) It must have at least one number in it.
- 3) It must have at least 1 non-alphanumeric character in it. (meaning not a letter or number)

Example of a simple password : password

Example of a strong password: p@ssw0rD

Remember that passwords are CaSE SenSItive.

After entering your *User Name* and *Password*, click on *Create Account*.

**Campus Portal account creation successful!**

Welcome **New Kid**, 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  
MCSparent

Password  
.....

Verify Password  
.....

Create Account

Type in your User Name and Password, then type in your password again for verification.

Click on Create Account

[In English](#)  
[En Español](#)  
[中文简体](#)  
[中文繁體](#)

When presented with the next screen, you will know you have successfully created your user account. Click on the link to enter the Campus Portal.

**Campus Portal account creation error!**

The user name you entered already exists. [Click here](#) to enter a different user name.

Click here to enter the Infinite Campus Portal

[In English](#)  
[En Español](#)  
[中文简体](#)  
[中文繁體](#)

Here you will be at the Campus Portal log on screen. Type in the *User Name* and *Password* you created for your account and log in to the portal.

**Infinite Campus**

Welcome to the Mattawan Consolidated School 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!](#)

[Log 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  
MCSParent

Password  
\*\*\*\*\*

[Log In](#) [Problems logging in?](#)

**District Notices**

- [ 2011-03-03 ]  
Welcome! The parent portal has recently been enhanced by Infinite Campus. If you have more than one student enrolled within the Middle School and High Schools, you now select the student you'd like to view once you've logged into the portal. Once within the parent portal, you may begin by clicking on the blue "Switch Student" tab located on the top of the screen. Additional information will be available soon. Thank you-

**Note:** After 5 consecutive failed attempts at logging into the Campus Portal, your account will be locked/disabled. To unlock your account, please send an email to [parentportal@allendale.k12.mi.us](mailto:parentportal@allendale.k12.mi.us).

**Navigating the Campus Portal** Once logged in, you will be at your home screen. The two images below are examples of a parent with more than one child in the district (Illustration 1:) and of a parent with only one child in the district (Illustration 2:). On the left side of the screen is where you will select which of your children you'd like to view. Below the *Switch Student* selector is the Campus Portal navigation index where you'll find links to your account information. After selecting one of your children, the index will expand with links to view their information. The right side of the screen is where any building specific or district-wide messages are displayed.

**Campus Portal** **Switch Student** **Welcome MCSParent** **Sign Out**

**Infinite Campus**

Select one of your children from the drop down menu to view their information.

**Family**

**Messages**

**Family Members** >

**Calendar** >

**User Account**

**Change Password** >

**Contact Preferences** >

**Access Log** >

Mattawan Consolidated School  
Mattawan High School

**District Notices**

**School Notices**

[ 02/15/2011 Mattawan High School ]  
**HS ACT/MME TESTING**

Tuesday, March 1st

Seniors	Must attend Tech Center. All other seniors do not report to school
Juniors	ACT Testing 7:45-1:00. Dismissed after testing
Sophomores	Bubble & Testing 7:45-11:00. Regularly scheduled 4th, 5th, 6th hour classes - relocated
Freshmen	

Wednesday, March 2nd

Seniors Must attend Tech Center. All other report for 4th, 5th and 6th hours

*Illustration 1: Home screen with only one child*

**Andrew**

Registration: 2011-12 HS

Calendar

Schedule

Attendance

Reports

Family

Messages

Family Members

Calendar

User Account

Change Password

Contact Preferences

Access Log

Mattawan Consolidated School

Mattawan High School


**March 2011**

Assignment(s) Due Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		01	02	03	04	05
			Andrew	Andrew	Andrew	
06	07	08	09	10	11	12
					Professional Development	
13	14	15	16	17	18	19
20	Parent-Teacher Conference	21	22	23	24	25
27	28	29	30	Teacher Comp Day	31	

*Illustration 2: Home screen with more than one child*

**Registration:** This will appear in the index only if you have a child in the high school. Clicking on this link will take you the area for you and your children to work toward selecting courses for the coming term or school year.

**School Year Calendar:**  2007-08 HS Displays assignment information and attendance events for the student whose name is listed above.

**Schedule:** Displays student's class schedule (Illustration 1:) with links to display teachers' email addresses and details of your student's current grades. Click on a class name to display a gradebook summary (Illustration 2:) with your student's grades.

	Term S1	Term S2
<b>Enrichment</b>	Empty	
1	<b>P205A-1 Band (9th &amp; 10th)</b> Boswell, Bill Rm: 148	<b>P205B-1 Band (9th &amp; 10th)</b> Boswell, Bill Rm: 148
2	<b>M300A-2 Honors Algebra II</b> Sech, Jean E Rm: 111	<b>M300B-2 Honors Algebra II</b> Sech, Jean E Rm: 111
3	<b>F221A-1 Chinese</b> MIVHS Rm: LIB	<b>F221B-1 Chinese</b> MIVHS Rm: LIB
4	<b>E301A-3 Honors English 9</b> Haas, David A Rm: 150	<b>E301B-3 Honors English 9</b> Haas, David A Rm: 150
5	<b>W200A-10 US History</b> Wright, Troy D Rm: 213	<b>W200B-10 US History</b> Wright, Troy D Rm: 213
6	<b>S202A-19 Biology</b> McKinley, Katie Rm: 118	<b>S202B-19 Biology</b> McKinley, Katie Rm: 118
<b>Activity</b>	<b>Z415-1 Marching Band</b> Mohney, Kenneth R Rm: <b>Z999-1 Eligibility Roster</b> This is not a course Rm:	<b>Z999-1 Eligibility Roster</b> This is not a course Rm:

Illustration 2: Schedule

Grading Task Summary						
Legend: <input checked="" type="checkbox"/> Final Grade <input checked="" type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet						
Grading Task	Quarters Term 1	Quarters Term 2	Quarters Term 3	Quarters Term 4		
Exam						
Semester Grade		A 96.22%				
Final Grade						
Progress	A 96.22%					
Term Term 1 Progress Detail This Grading Task has no assignments assigned to it.						
Term Term 2 Exam Detail This Grading Task has no assignments assigned to it.						
Term Term 2 Semester Grade Detail						
Formal Essays + Process (35.0%)						
Name	Due Date	Assigned Date	Pts Poss	Score	%	Comments
Journey Paper	09/24/2007		54	54	100	
Formal Essays + Process Totals			64	64	100	
Quizzes/Tests (20.0%)						
Name	Due Date	Assigned Date	Pts Poss	Score	%	Comments
Vocab Quiz #1	09/14/2007		10	10	100	
vocab list 2	09/21/2007		10	10	100	
Voc 3	09/28/2007		10	6	60	
Beowulf Quiz 1	10/02/2007		16	14	87.5	
Vocab 4 Quiz	10/05/2007		10	10	100	
Quizzes/Tests Totals			56	50	89.29	
Journal Entries (7.0%)						

Illustration 2: Gradebook Summary

**Attendance:** Displays attendance summary information.

Term	Term 1	Enrichment	1	2	3	4	5	6	Activity	Date	Enrichment	1	2	3	4	5	6	Activity	Legend
Absent	0	0	0	0	0	0	0	0	0	09/26/2007		P	P	P	P	P	P		A = Absent
Early Release	0	0	0	0	0	0	0	0	0										T = Tardy
Tardy	0	0	0	0	0	0	0	0	0										E = Early Release
Term Term 2																			
Absent	0	0	0	0	0	0	0	0	0										Unknown
Early Release	0	0	0	0	0	0	0	0	0										Excused
Tardy	0	0	0	0	0	0	0	0	0										Unexcused
Term Term 3																			
Absent	0	0	0	0	0	0	0	0	0										Exempt
Early Release	0	0	0	0	0	0	0	0	0										
Tardy	0	0	0	0	0	0	0	0	0										
Term Term 4																			
Absent	0	0	0	0	0	0	0	0	0										
Early Release	0	0	0	0	0	0	0	0	0										
Tardy	0	0	0	0	0	0	0	0	0										

**Reports:** Displays options for generating Student Schedule and Missing Assignments reports in PDF form.

Student Schedule  
Missing Assignments

Reports on this page require the Adobe Acrobat Reader.

07-08 High School Student Schedule For [Student's Name]

54700 Mary St., Mattawana, NJ 08071  
Generate on: 10/05/2007 12:33:53 PM Page 1 of 1

Term	Term 1	Term 2
Enrichment	(09/03/07-10/26/07)	(10/29/07-01/16/08)
1	TZ16-1 Welding Dudley, M Rm:	
4	E204-4 English 12 Sells, Quentin Rm: 220 Lunch: A: 11:00-11:30	
5	F304-1 AP French Brit, D Rm: 131	
6	L204-4 Senior Seminar Beall, Maureen A Rm: 145	
Activity	EMPTY	


Note: Reports on this page require the Adobe Acrobat Reader. (free).

**Note:** These reports require Adobe Acrobat Reader. Please look for the resources section at the end of this document for a link to the Adobe website.



**Family:**




**Messages:** Is where any building specific or district-wide messages are displayed.

**Members:** Displays family demographic information. (i.e. address, email, phone number and other members of the household).

**Calendar:** Displays school and district notices, special events, “no school” notices, attendance events and lists due dates of students' assignments. Clicking on  displays a summary of assignments due on that date.

<< **October 2007** >>

 Assignment (s) Due     Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Kyle  01	Kyle  02	03	04	Kyle  05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	Professional Development Records Day 29	30	31			

**View Access Log:** Displays a log of times the portal was accessed, whether the log in was successful or not and list of IP addresses the portal was accessed from.


**Change Account Info:** For managing your account *Password*.

**Change Contact Info:** Enter your email address to allow the school to send email correspondence regarding your child(ren) as well as other school related activities, notices and functions. Stipulating an email address also allows you to request email assistance if you should happen to forget your password.

Email Address:  Stipulate an email address here if you wish to receive emailings from the school.

Instructions:  
For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message.

	High Priority	Attendance	Behavior	General	Teacher
Email <span style="border: 1px solid yellow; padding: 2px;">Your email address displayed</span>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

**Note:** Please make sure you check ALL boxes to ensure you receive all forms of communication from the school and teachers.

**Getting Help** Help can be obtained by sending an email to [parentportal@allendale.k12.mi.us](mailto:parentportal@allendale.k12.mi.us) In your message, please include your name, *User Name*, your telephone number and a short description of the problem. Assistance is also available by contacting the Allendale Technology Office at (616) 892-3483.

**Resources** The links below direct to websites for downloading any needed browsers and/or plug-ins.

Mozilla Firefox

[www.mozilla.com/en-US/firefox/](http://www.mozilla.com/en-US/firefox/)

Microsoft Internet Explorer

[www.microsoft.com/windows/downloads/ie/getitnow.mspx](http://www.microsoft.com/windows/downloads/ie/getitnow.mspx)

Adobe Acrobat Reader

[www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html)