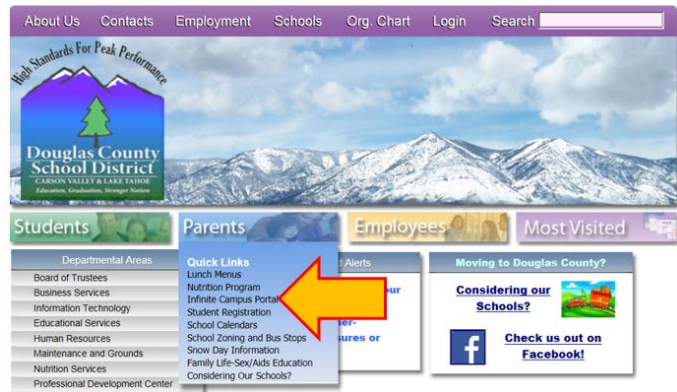


How to create a Parent Portal Account account in Infinite Campus

1) Log into the Douglas County website: <https://dcsd.k12.nv.us/main.aspx>

2) Click on the Infinite Campus Portal quick link:

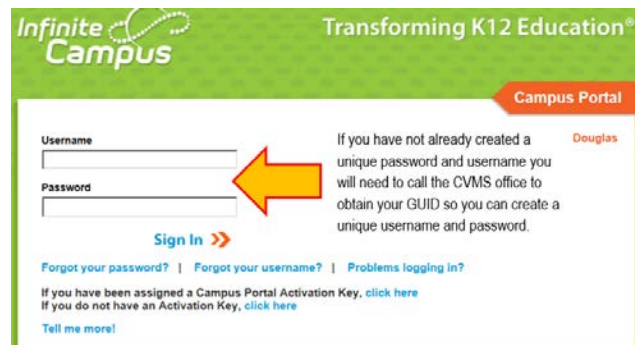


3) Click on the Infinite Campus Parent/Student Portal Icon:



4) Enter or obtain your unique Parent Portal username and password:

If you have not already created a unique password and username you will need to call the *CVMS office to obtain your GUID so you can create a unique username and password.



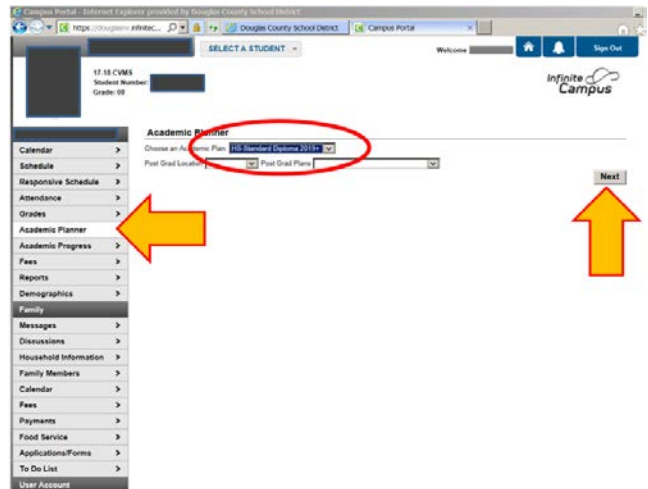
*Carson Valley Office Staff Telephone Number to obtain your GUID: 775-782-2265

How to approve your student's academic plan (schedule) for next year.

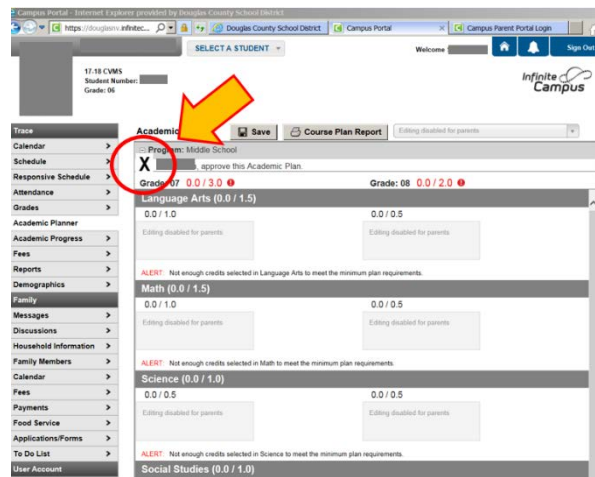
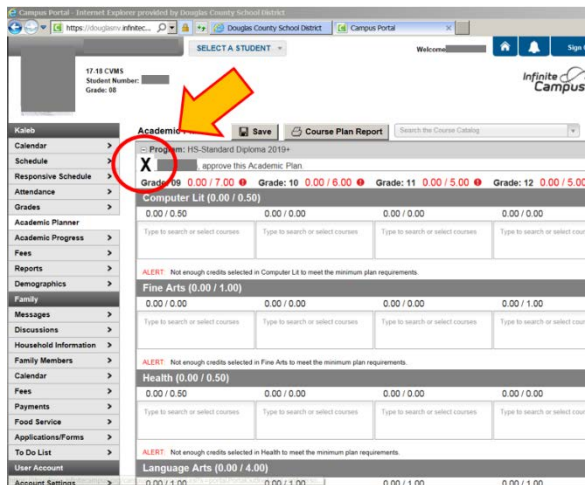
Note: This approval must be done through a web browser, not the IC Application on your phone.

5) After you log into the IC system, you will be greeted with a screen similar to what is illustrated. Note: each grade level is slightly different.

- Select your child from the **SELECT A STUDENT** dropdown menu at the top of the page,
- Select **Academic Planner** from the lefthand menu. By default the choose an academic plan for middle school or HS-Standard Diploma.
- Click **Next**.



6) You will now have arrived at your student's academic plan (schedule) for the next school year. You will see a cell (X) where you are required to check. PLEASE check this box. You will see the sentence I, (your name), approve this academic plan.



7) Thank you, please click on the Sign Out button at the upper right-hand portion of the screen.

8) Thank you again for your participation in your student's registration and academic planning process.

9) In the event you do not approve the academic plan indicated, or you need assistance, please do not hesitate to notify the counslor's office at 775-782-2265.