

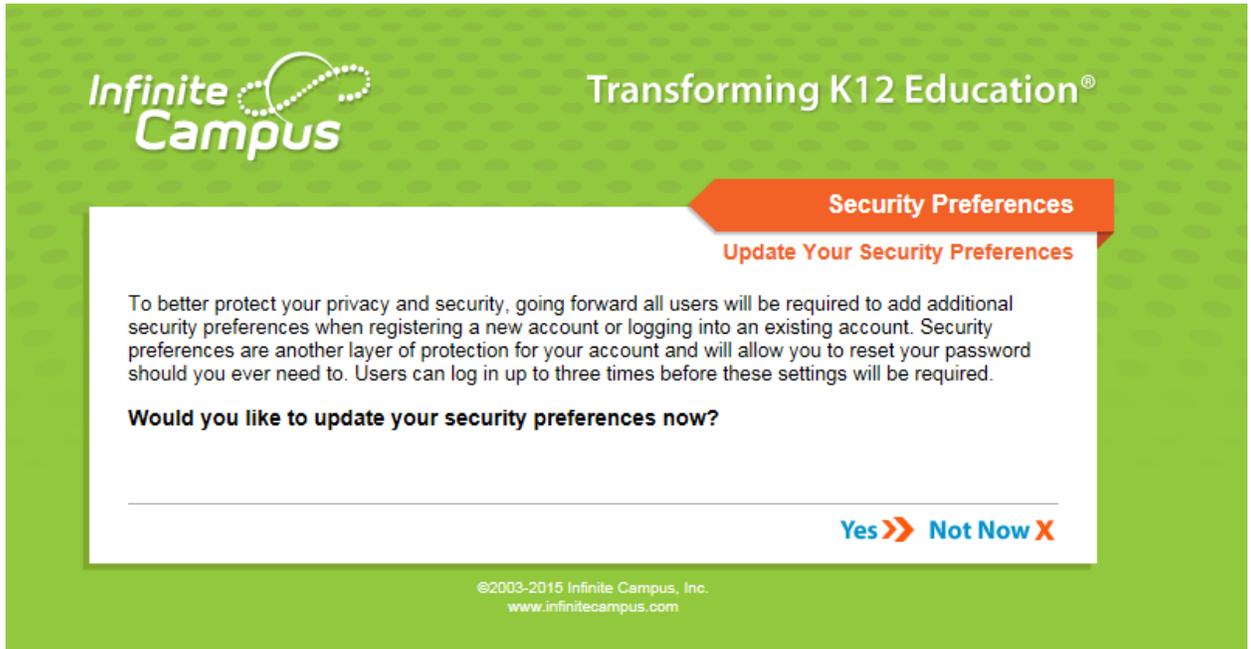
Infinite Campus Security Preferences

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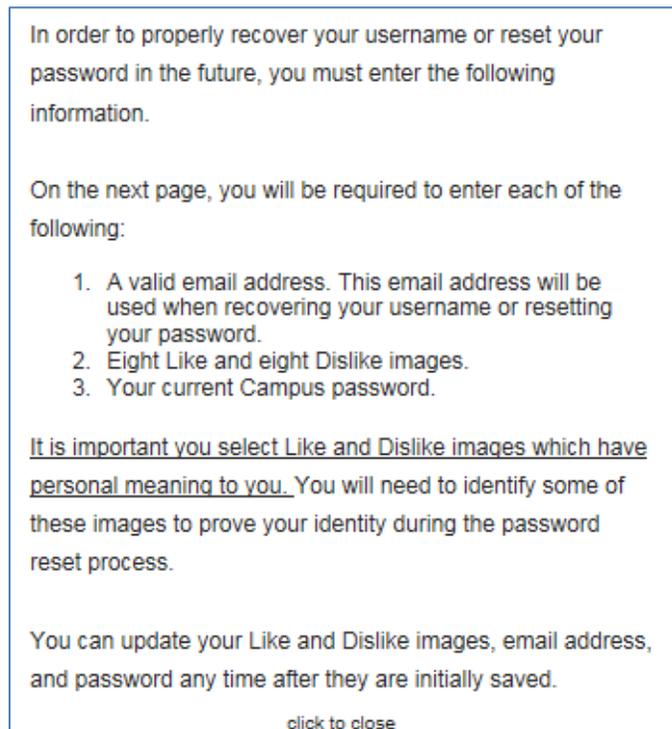
Setting Security Preferences

All portal users will now be required to set-up Security Preferences for Infinite Campus. Doing this will provide users with the ability to retrieve forgotten usernames and/or to reset forgotten passwords.

If you have not set-up your preferences, you will get the following message when logging into the Infinite Campus portal. You can click 'Not Now' up to 3 times before you will be required to go through the set-up process.



When you select 'Yes' to the above prompt you will see the following message:



The next screen that is displayed will require you to **1)** set your Recovery Email Address **2)** select 8 Likes and 8 Dislikes images and **3)** enter you Current password.

Enter your Recovery Email address here

This email will only be used to send information to you if you forget your username/password. It can be different than the one that your Infinite Campus messages go to (or can be the same). Just make sure this is the email you specify if you do forget your username or password.

You can select different categories of pictures and scroll down to see more images.

The screenshot shows the 'User Settings' interface. At the top, there is a blue header with the text 'User Settings'. Below this, the 'Set User Account Recovery Email' section contains a text input field with the email 'Myemail@gmail.com'. The 'Set User Preferences' section is divided into two columns: 'Likes' and 'Dislikes'. Each column has tabs for 'Activities', 'Animals', 'Food', 'Other', and 'Sports'. The 'Likes' column shows a grid of food-related images, with one image (a cup of coffee) highlighted with a green border. The 'Dislikes' column shows a grid of various images, including a motorcycle, a piano, a laptop, and a tent. Below these grids, it says 'You have selected 8 of 8 likes' and 'You have selected 8 of 8 dislikes'. A central 'AND' label is positioned between the two columns. Below the selection grids, there are two rows of selected images: 'Your Likes' (including blueberries, watermelon, tomatoes, strawberries, oranges, pears, and coffee) and 'Your Dislikes' (including a trash can, an airplane, a person skydiving, a person surfing, chess pieces, a green balloon, and a tent). A 'Cancel' button is on the left and a 'Save Changes' button is on the right. At the bottom, the 'Save Changes' section has a 'Current Password' field with masked characters and a 'Save Changes' button.

As you choose pictures, your Likes and Dislikes images will fill in here

You must enter your current password and click 'Save Changes' to save your Security Preferences.

Changing Your Security Preferences

Once you have successfully set-up your security preferences, you can review or change them at any time from the Portal. Just select 'Account Management' from the left-hand menu once you are logged into the portal. This is also where you change your password if you would like.

The screenshot displays the 'Account Management' section of a user portal. On the left is a navigation menu with 'Account Management' circled in red. The main content area is divided into three sections:

- Change Account Password ?**: Includes input fields for 'New Password' and 'Verify New Password', with a progress indicator showing 0%.
- Set User Account Recovery Email**: Shows an email address 'Myemail@gmail.com' in a text field.
- Set User Preferences ?**: Contains two columns of image selection grids. The 'Likes' column has tabs for 'Activities', 'Animals', 'Food', 'Other', and 'Sports'. The 'Dislikes' column has the same tabs. Below each grid is a counter: 'You have selected 8 of 8 likes' and 'You have selected 8 of 8 dislikes'. An 'AND' label is positioned between the two grids.

Below the preference grids is a summary section:

- Your Likes**: A row of ten images including tomatoes, coffee, watermelon, strawberries, pears, and blueberries.
- Your Dislikes**: A row of ten images including a parachute, chess pieces, an airplane, a balloon, a trash can, a person on a beach, a backpack, and a tent.

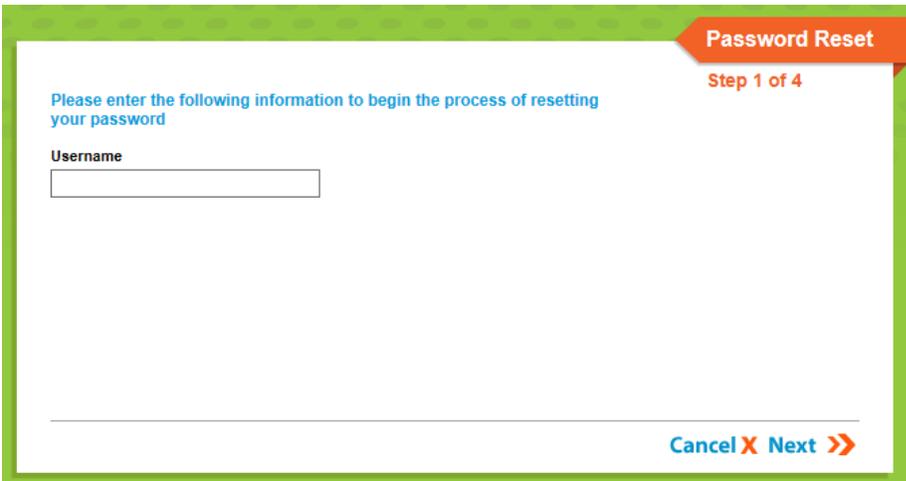
At the bottom of the preference section is the text 'Click any image to deselect it' and a 'Save Changes' button.

As stated earlier, your Recover Email address is ONLY used when you forget your username or password. All other Infinite Campus messages are sent to the address(es) that you specify under 'Contact Preferences'.

If You Forget Your Password

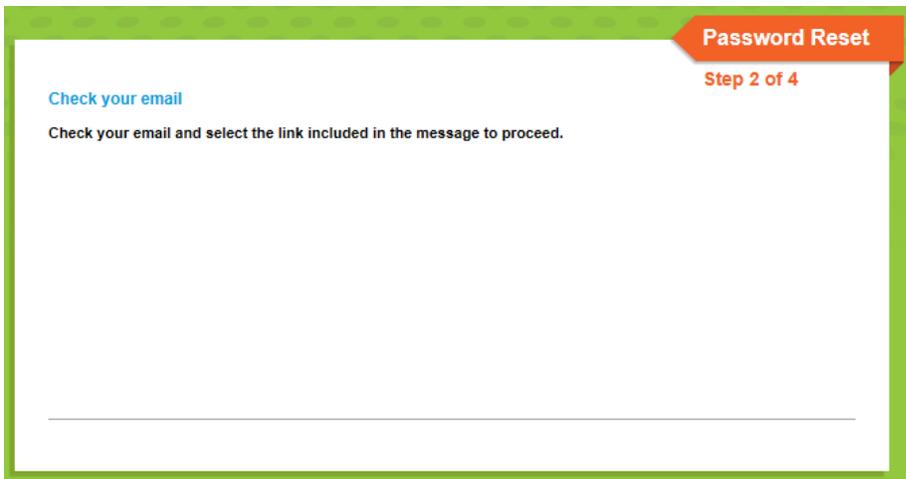
If you forget your password, click the **HELP ^** button found on the login screen and select [Forgot your password?](#)

1. Enter your Username



The screenshot shows a web form titled "Password Reset" with a sub-header "Step 1 of 4". The main instruction is "Please enter the following information to begin the process of resetting your password". There is a label "Username" above a single-line text input field. At the bottom right of the form, there are two buttons: "Cancel X" and "Next >>".

2. Check email - you should receive an email to your Recovery Email Address that looks like the sample shown below:



The screenshot shows a web form titled "Password Reset" with a sub-header "Step 2 of 4". The main instruction is "Check your email" followed by "Check your email and select the link included in the message to proceed." There is a single-line text input field at the bottom of the form.

Sample email....

NoReply@mcfisd.org

1:37 PM (1 minute ago) ☆

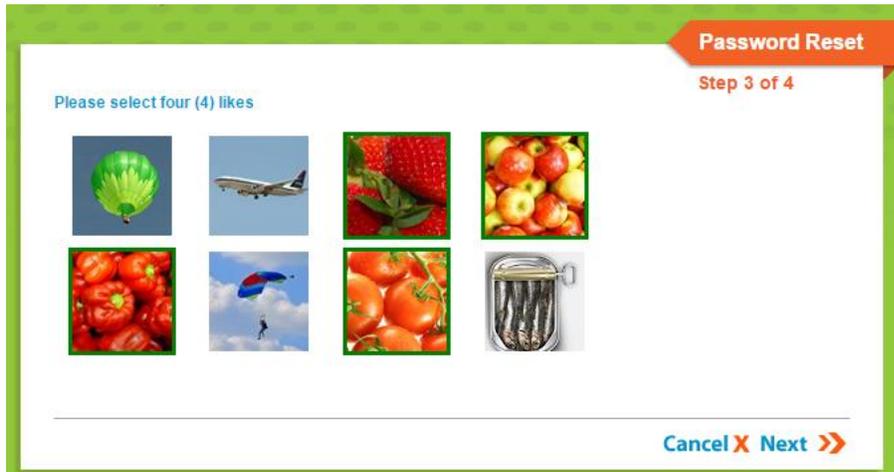
to me ▾

This message is in response to a request made in Infinite Campus for an account password. If you did not make this request, please contact your district at [\(608\)838-4528](tel:6088384528).

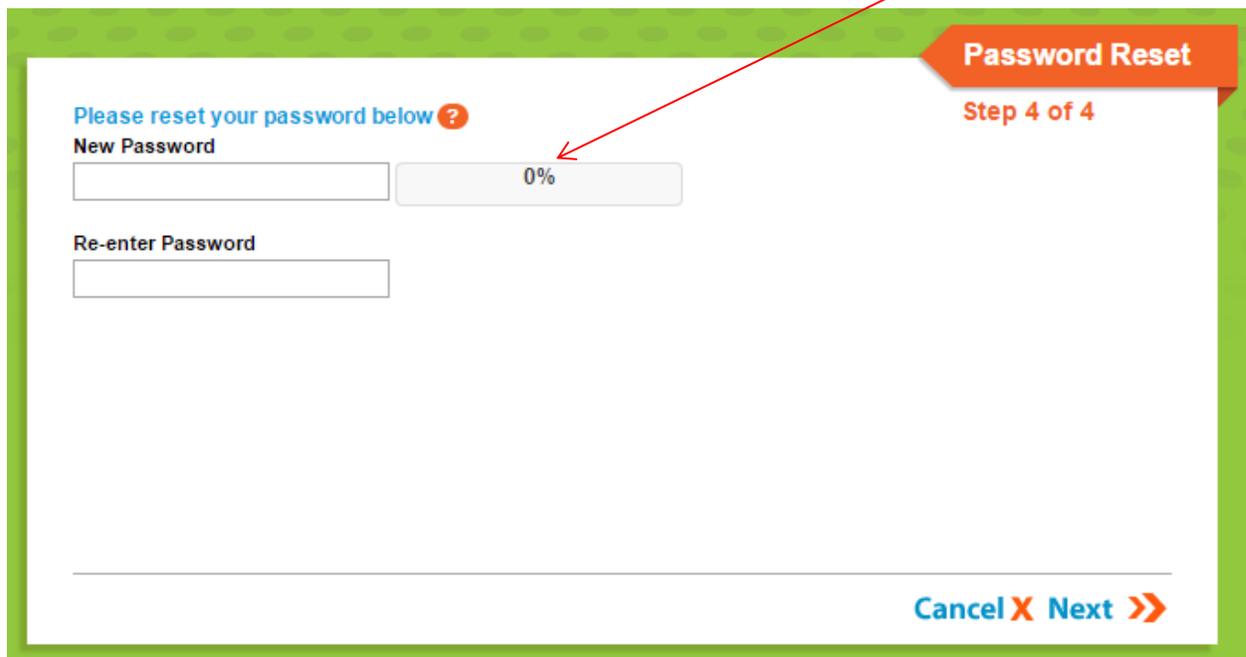
You can begin the reset process by clicking the URL below. You can also copy and paste the URL into your browser:

https://mcfarlandwi.infinitecampus.org/campus/unique-link/wvA74xVMNK3XMvSH?appName=mcfarland_sandbox&errorPath=/password/reset/invalidLink.jsp

3. Select the pictures indicated on the Step 3 screen – in the example below it wants you to select 4 of your ‘Like’ pictures.



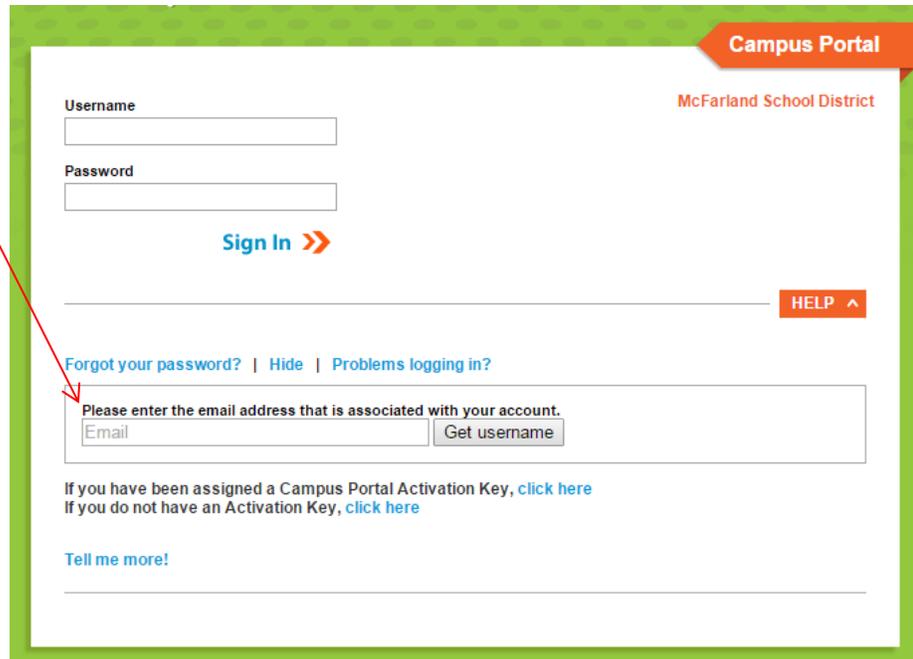
4. Enter your new password. You must enter a strong password which is a combination of upper/lower case letters and one or more special characters. You must get the strength percentage up to 100%.



If You Forget Your Username

If you forget your username, click the **HELP ^** button found on the login screen and select [Forgot your username?](#)

Enter your Recovery Email address and click 'Get username'



The screenshot shows the Campus Portal login interface for McFarland School District. It features a 'Username' field, a 'Password' field, and a 'Sign In >>' button. Below the login fields is a 'HELP ^' button. A red arrow points from the text above to the 'HELP ^' button. Underneath the help button are links for 'Forgot your password?', 'Hide', and 'Problems logging in?'. A section titled 'Please enter the email address that is associated with your account.' contains an 'Email' input field and a 'Get username' button. Below this section are links for 'If you have been assigned a Campus Portal Activation Key, click here' and 'If you do not have an Activation Key, click here', followed by a 'Tell me more!' link.

You will receive an email that contains your Username.