

## Quick Reference: Infinite Campus for Special Ed

### *How to Log In*

- Open **Mozilla Firefox**, type **sems.ccsd.net** in the browser address bar, select **Infinite Campus Production**, **OR**
- Open **Mozilla Firefox**, type **campus.ccsd.net** in the browser address bar, **OR**
- Double click the **IC shortcut** on desktop
- Enter **AD credentials** in the Log In window and hit enter.

### *How to Log Out*

- Select **LOGOUT** from the Toolbar

### *How to View/Print a Plan*

- Highlight appropriate **PLAN**
- Select **PRINT**
- Select **PRINT** to print or **CANCEL** to view

### *How to Search for a Special Ed Student*

1. Index Tab > Student Information > Special Ed > General
2. Search Tab > Student > Last Name of student and go > Select Student

**OR**

1. Index Tab > Student Information > Special Ed > General
2. Search Tab > All People > Student Number > Select Student

### *How to Save Data on Forms*

- Select **SAVE** every ten minutes when working in editors
- Save data when exiting an editor by selecting **SAVE AND CONTINUE**

### *How to Update Caseload*

1. Search for student
2. Index > Student Information > Special Ed > General
3. Select Team Members tab > Select Find and Link New Team Member > Select your name from Special Ed Teacher Dropdown > Choose the role of Case Manager
4. Select add Team Member
5. To Edit Title: Select Name of person > Change title > Select SAVE

### ***Crosswalk of Terms***

- TOR = Case Manager
- Events Page = Documents List
- Events = Documents
- Forms = Editors
- IEP/Evaluation = Plan
- PLOPs = PLAAFP/MAGs
- SDI = Sped Services
- Accommodations = Supplementary Aids

### ***Important***

- AD Credentials are issued by User Support.
- **Call User Support at WAN 0099-3300 or 799-3300 option 2 to reset a forgotten password or unlock accounts.**
- New work location or position? Go to support.ccsd.net > Click on forms > Fill out appropriate form. Have administrator email it to ICSEC@interact.ccsd.net.

### ***Staple / Associate Documents***

1. Select Documents Tab
2. Select Upload Document
3. Fill in Name, Date, Comments (if applicable)
4. Select Browse to find document, double click to upload or single click and then select ok
5. Select appropriate Organization Option:
  - Staple: Choose Document Year, Expand one of the plans, Choose plan to staple the document to, Select Save

**OR**

- Associate: Choose Document Year, Choose whichever selection you want the document to be associated to, Select Save

### ***How to Get Help***

- Visit [sems.ccsd.net](http://sems.ccsd.net) for **Known Issues**
- Access the **Help Tab in IC**
- Access **SEMS icon through SSD Exchange in InterAct™**
- Consult **reference materials**
- Consult **facilitator or liaison**
- Call the **SEMS Help Desk @ WAN 0099-0295 or (702)799-0295** M–F 7:00-3:30\*  
\*Excluding District holidays & summer schedule