

Quick Reference: Infinite Campus Getting Started

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 School at top
4. Select Team Members Tab > Select Find and Link New Team Member > Select your name from the Special Ed Staff or Advisor Staff Dropdown > Choose the role of Case Manager (Case Managers only) or Service Provider (everyone else)
5. Select add Team Member
6. To Edit Title: Select Name of person > Change title > Select SAVE

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 IC Provisioning.

How to Get Help

- Visit sems.ccsd.net for **Known Issues and Reference Materials**
- Access the **Help Tab in IC**
- Access **SEMS icon through SSD Exchange in InterAct™**
- Consult **facilitator or liaison**
- Call the **SEMS Helpdesk @ WAN 0099-0295 or (702)799-0295**
M–F 7:00-3:30*
*Excluding District holidays & summer schedule
- Email **“SEMS Helpdesk”** in Gmail

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