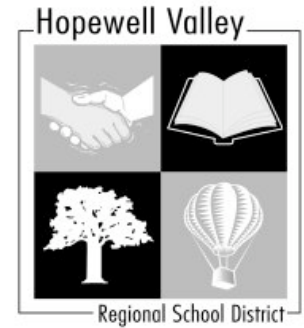


Hopewell Valley Regional School District

425 South Main Street
Pennington, NJ 08534
609.737.4002 ext. 2304 phone
609.730.4201 fax



To the Parent(s)/Guardian(s) of the students in the Orlando household:

Parent/Guardian 1: Mary Orlando Activation Key: XXXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX
Parent/Guardian 2: Anthony Orlando Activation Key: XXXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX

May 2009

Dear Parents and Guardians:

You may be aware that we have a new student database called Infinite Campus. This system will help us share information about our students and use the data to improve the educational program. In the fall you received a letter with information to verify demographic information for your child. Since that time, we have made corrections within Infinite Campus to update student records.

We are now ready to share a parent/guardian component called Infinite Campus Parent Portal. The Parent Portal currently provides parents/guardians with online access to their child's contact information, schedule, progress reports and report cards. In the near future, additional components will be available via the Portal. To register for Parent Portal, please follow the directions below. If you are a current staff member, please use your existing Infinite Campus User ID and password.

DIRECTIONS TO REGISTER FOR THE CAMPUS PORTAL

1. Visit www.hvrsd.org/ic to register and log in to Parent Portal. Here, you can also access a video on how to log in to Parent Portal, FAQ, and general IC information. You might want to bookmark this page for future reference.
2. On this Infinite Campus webpage, click on the logo for 'Infinite Campus Parent/Student Portal' to prepare to register.
3. Your browser may ask you to accept a website security certificate. Click 'Continue' or 'Accept' if needed.
4. Click the 'Infinite Campus Parent/Student Portal' link again from this page.
5. This will bring you to the HVRSD Campus Portal where you register for an account. Because this is your first time logging on to the Portal, look for 'If you have been assigned a Campus Portal Activation Key, [click here](#)' at the top of the page. Click on the blue link in this sentence that reads '[click here](#).'
6. Next, you'll arrive at the activation screen. You'll find your Activation Key at the top of this letter. Enter the 32-digit Activation Key and click the 'Submit' button.
7. The system will prompt you to create a user name and password. Please be sure to record your user name and password in a secure place for future reference.
User name must be at least 6 characters AND Password must be at least 8 characters
Additional Password Criteria:
 - Your password is case sensitive
 - It must contain letters AND numbers or special characters
 - It should not contain any parts of your name or user name
8. Lastly, click on 'Click here' to enter the Portal login page. Retype your user name and password to gain access to the portal.
9. Next time you visit Campus Portal, log in directly with your new user name and password.
10. Email ICHelp@hvrsd.org or call Central Registration at 737-4002 ext. 2304 (8:00 am-4:00 pm, M-F) if you need assistance.

Once you have registered with Campus Portal, you will be able to review your child's information in real time. We hope you find the Campus Portal to be a valuable tool for accessing information regarding your child. We believe that by making this information available to you, we strengthen the lines of communication and improve your child's educational experience.

Sincerely,

Thomas F. Butler, Ed. D.
Interim Superintendent of Schools