

Dear Parents:

The instructions that follow will allow parents to create an Infinite Campus Parent Portal account. This account enables parents to access all of their student's grades, attendance and other school information related to Insert School Name Here.

This only needs to be done once. If you have already created an Infinite Campus account, you **DO NOT** need to do this again. You can simply access the Parent Portal via the district website (<https://ic.gilbertschools.net/campus/portal/gilbert.jsp>) or by installing an iPhone/iPad or Android smart phone app.

Instructions for creating a NEW Parent Portal account:

1. Go to the following link: <http://tinyurl.com/gpsicpp>
2. Enter the email address you have provided the school and press **Submit**.
3. You will receive one of three messages.
 - a. Success - An email will be sent to you with further instructions
 - b. Error Code 1 - Email used is not on file
 - c. Error Code 2 - Multiple people have same email address
4. If you receive an Error code, please try the process again (making sure the email address you have entered is the same one you provided the school). If you continue to receive an error code, contact Enter School name, phone number, and extension and let us know the error code you received. We will assist you in creating an account.
5. Follow the instructions in the email you will receive from Infinite Campus. Your account should be setup and ready to go. **NOTE:** Use your email address as your User ID when prompted.
6. If you would like to access your child's information via iPhone/iPad or Android device, log onto the Infinite Campus Parent Portal website and click on the associated link for the device you Have. We hope you find this a useful tool for you and your student.