

NEW! Starting with 2016-2017 school year, the Hawaii State Department of Education student information system, Infinite Campus, will provide parents with the ability to view their secondary school child(ren)'s academic information through the Infinite Campus Portal. Logging into this web-based system will permit you to view the following real-time information about your child: Attendance, Grades, Class Schedules, and Assignments. The Portal will also contain a messaging function to help you communicate with your children's teachers. The Portal will provide access to information on all of your secondary school children, no matter what school they attend, under one login.

To create a **User Name** and **Password** for the Infinite Campus Portal, please follow the steps below:

1. Go to kapaahighschool.net click on the Header **LINKS** and scrolled down and **click Student/Parent portal for Infinite Campus**.
2. NOTE: You need to click on the orange **HELP** button.
3. Click on the following link:
[If you have been assigned a Campus Portal Activation Key, click here](#)
4. Enter your Unique Campus Portal Activation Key:
XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX
5. After clicking on **Submit**, you will be asked to create a **User Name** and **Password**. Please write these down and keep in a secure place.
6. Select and Enter a **User Name**. Use an alphanumeric (both letters and numbers) user name.
7. Select and Enter a **Password**. Use an alphanumeric (both letters and numbers) password. Passwords should be at least 6 characters long. If system preferences have been set to require a strong password, it must meet three of the four qualifications:
 - A lower case letter (a, j, r, etc.)
 - An upper case letter (A, J, R, etc.)
 - A number (3, 7, 1, etc.)
 - A symbol (@, %, &, etc.)
8. Re-enter the Password in the **Verify Password** field.
9. Click the **Create Account** button.
10. Sign in using your new **User Name** and **Password**.
11. You will be asked: "Would you like to update your security preferences now?"
12. Click **YES** [This will enable you to change your password or retrieve your User Name and/or Password if it is forgotten. An email address must be entered at this time.]
13. Enter email address.
14. Select 8 Likes.
15. Select 8 Dislikes.
16. Save changes.
17. Enter current password to save changes.
18. **SAVE**.

After creating a User Name and Password, in addition to using a web browser, the portal can also be accessed via mobile app for any Apple iOS or Android device. Search for "Infinite Campus Mobile Portal" to download to your mobile device. The Hawaii Department of Education District ID is **RXCDMR** or can be obtained by clicking on the **Get Your District ID** button on the portal home page **HELP** screen after activating your portal account.