

## Monte Vista School District

### Instructions for Online Registration for Returning Students.

*The Registration Window will open July 29<sup>th</sup>.*

Monte Vista School District is excited to announce the implementation of Online Registration for returning students. Registration will be completed through the Infinite Campus Parent Portal <https://www.monte.k12.co.us/portal>.

If you have successfully checked your students' grades online your parent portal account is set up and you will be able to register your student when Online registration opens on July 29th.

**If you have never accessed the portal** you will need to follow the directions below in order to have access to online registration.

1. Go to <https://www.monte.k12.co.us/portal>
2. Choose Campus Parent and New User, at the bottom of the log in box.
3. In the next box, enter your "Activation Key" and hit submit . You will need to contact your child's school to obtain your Activation Key also called a GUID.
4. Enter a username you'd like to use.
5. Enter a password you'd like to use; you will have to enter it twice.
6. Hit Create Account.
7. "Congratulations! You have successfully created your Campus Portal Account" and can now log on.

You are now ready to complete online registration, update contact information, check your students' grades, attendance, and lunch money account. Simply access the link through the Parents/Students tab on the district website and click Infinite Campus and sign in using the Username and Password you created.