



## Parent Portal Log-in Instructions

Legal Guardians of CEC students can access the Infinite Campus Parent Portal to see information about their students. Parents/guardians and students have their own Infinite Campus portal accounts with individualized access to information and tools. Sharing IC login information is not necessary and highly discouraged.

### How to activate a parent account (one time only)

1. Go to <https://cec914.infinitecampus.org/campus/portal/cec.jsp>
2. Click **New User?** (under the blue Log In button) Enter your Activation Key in the space provided and then Submit. Request your Activation Key by sending an email to [support@coloradoearlycolleges.org](mailto:support@coloradoearlycolleges.org). Include your full name and your student's full name in the email.
3. Enter a Username of your choosing. We suggest you use your first name. last name as your username. Example: *mary.davis*
4. Enter a Password of your choosing. It must be a secure password, so the minimum length required is 6 characters. We suggest using a combination of capital letters and special characters.
5. Click "Create Account" activate your account.

A screenshot of the login form on the Infinite Campus Parent Portal. It features two input fields: "Username" and "Password", each with a small icon to its right. Below the fields is a blue "Log In" button. At the bottom, there are links for "Forgot Password?", "Forgot Username?", "Help", and "New User?".

### How to Log In

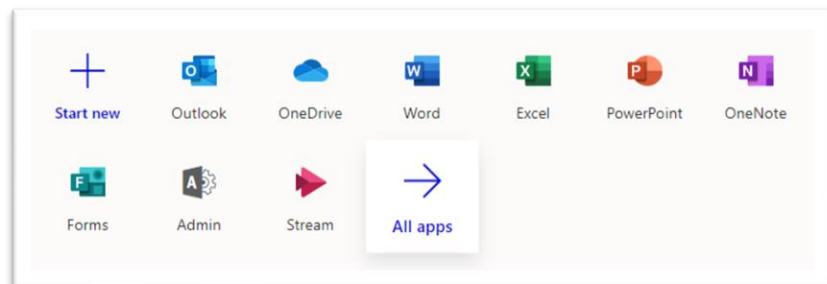
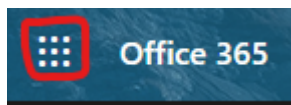
1. Go to: <https://cec914.infinitecampus.org/campus/portal/cec.jsp>.
2. Enter the UserName and Password you created in steps 4 and 5 above.
3. Click the blue Log In button.

If you need help logging in, please send an email to [support@coloradoearlycolleges.org](mailto:support@coloradoearlycolleges.org).

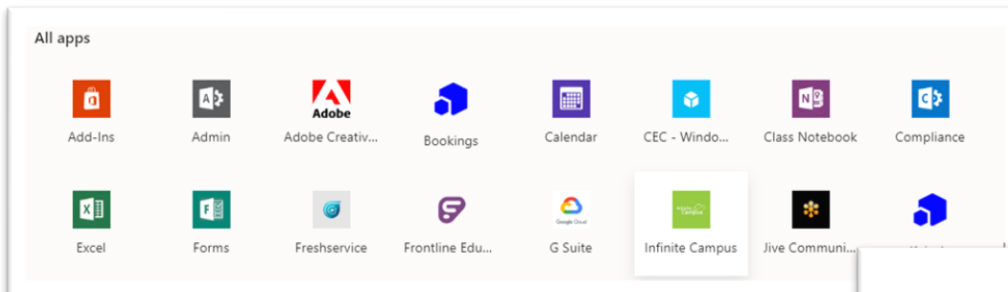
# Student Portal Log-in Instructions

Students access their account through their CEC Office365 accounts. New students receive their Office365 accounts at the beginning of the school year.

1. Go to [www.office.com](http://www.office.com) and login using your CEC e-mail address which is normally **<firstname.lastname>@cecstudents.org** and password. The first time you log in, use **Student.123** as your password.
2. Click on "All Apps" on the home screen or click on the App 'Waffle', on the top left part of your screen, to find the All Apps button.



3. Scroll down and find "Infinite Campus" in your list of applications



4. Click on Infinite Campus and it will automatically log you in! If for some reason you are prompted with a login screen for Infinite Campus, click on the "Sign in with Office365" button on the portal page.

A screenshot of the login screen for Infinite Campus. At the top, there is a button labeled "Sign on with Office365". Below this, there is a horizontal line with the word "or" in the center. Underneath, there are two input fields: "Username" and "Password", each with a small icon on the right side. Below the password field, there is a red error message: "Unable to logon. (Show detail)". At the bottom, there is a blue button labeled "Log In". Below the "Log In" button, there are three links: "Forgot Password?", "Forgot Username?", and "Help".

If you need help logging in, please send an email to [support@coloradoearlycolleges.org](mailto:support@coloradoearlycolleges.org).

Click the menu icon to open or close the directory.

View **Announcements and Messages** from the school and from teachers in the Message Center.

**Customize** IC by clicking on the person icon, then on Settings.

Select notifications to receive. Notifications are deleted after 30 days.

- Assignment is scored  
Less than 80%
- Grade is updated  
Less than 80%
- Attendance is updated
- Responsive course is scheduled
- Document requires eSignature

- Notification Settings
- Account Settings
- Contact Preferences
- Current Devices
- Access Log

How Campus in this language:  
Español

**Account Security Email**  
kristindatkins@yahoo.com

**Password**  
\*\*\*\*\*

**E-Signature PIN**  
No data

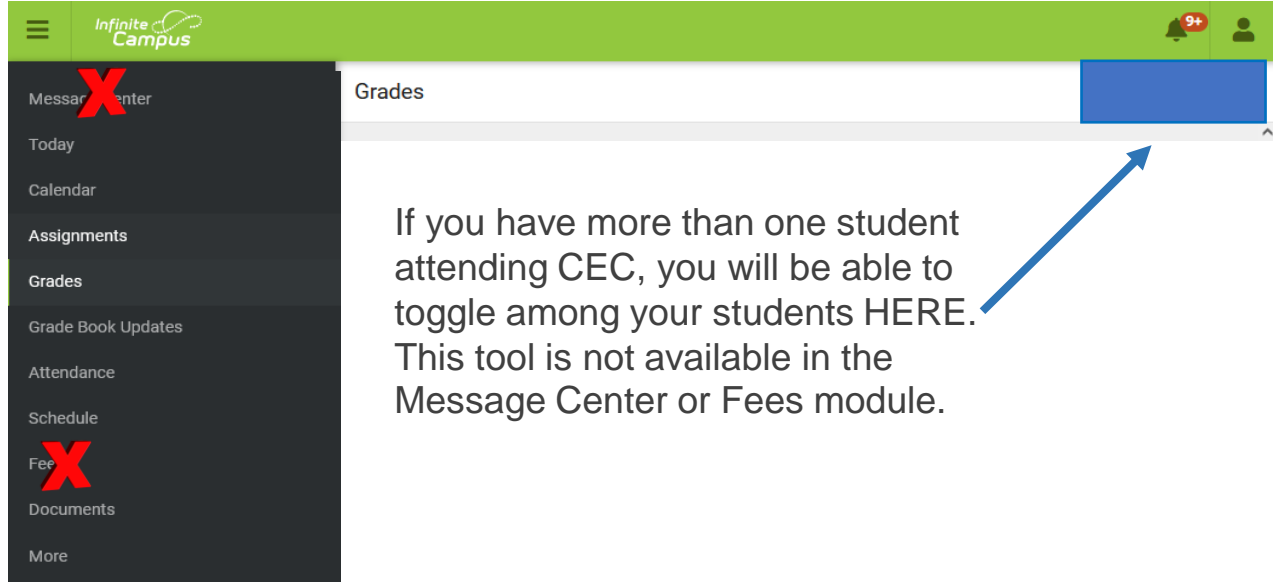
**Preferred Language**  
Your district may send some communications in languages other than English. If you prefer to be contacted in a different language, please specify your preferred language.

**Message Preferences**  
For each notification type, select how you prefer to receive messages by checking Voice, Text (SMS), or Email.  
If the Text (SMS) option is enabled, message and data rates may apply. Charges are dependent on your service plan, which may include fees from your carrier to send and receive text messages. To opt out, uncheck the Text (SMS) box at any time.

Phone | Email

	VOICE	TEXT (SMS)
<b>ATKINS HOUSEHOLD PHONE (719)641-4429</b>		
Priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>OTHER PHONE (719)641-4429</b>		
Priority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input type="checkbox"/>

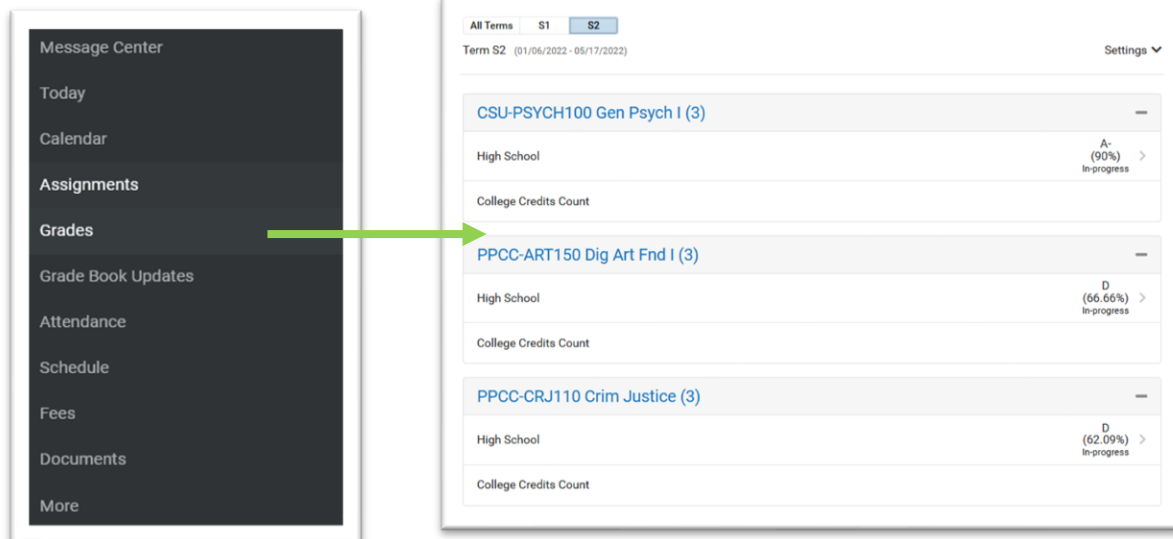
# Multiple Students



The screenshot shows the Infinite Campus interface. The top navigation bar is green with the Infinite Campus logo on the left and a notification bell with '9+' and a user profile icon on the right. A dark sidebar on the left contains menu items: Message Center (with a red X), Today, Calendar, Assignments, Grades (highlighted), Grade Book Updates, Attendance, Schedule, Fees (with a red X), Documents, and More. The main content area is titled 'Grades' and has a blue button in the top right corner. A blue arrow points from the text below to this button.

If you have more than one student attending CEC, you will be able to toggle among your students HERE. This tool is not available in the Message Center or Fees module.

## Grades



The screenshot shows the 'Grades' module interface. On the left is a sidebar with menu items: Message Center, Today, Calendar, Assignments, Grades (highlighted with a green arrow), Grade Book Updates, Attendance, Schedule, Fees, Documents, and More. The main content area shows a list of courses for Term S2 (01/06/2022 - 05/17/2022). The courses listed are:

Course	High School	College Credits Count
CSU-PSYCH100 Gen Psych I (3)	A- (90%) In-progress	
PPCC-ART150 Dig Art Fnd I (3)	D (66.66%) In-progress	
PPCC-CRJ110 Crim Justice (3)	D (62.09%) In-progress	

*Disregard "College Credits Count". It is a task that runs in the background that helps CEC count the number of college credits a student has earned. It does not appear on the student's transcript and does not affect GPA.*

# Schedule & Assignments

There are several places to see your student's schedule and assignments

**Infinite Campus**

- Message Center
- Today
- Calendar
- Assignments
- Grades
- Grade Book Updates
- Attendance
- Schedule
- Fees
- Documents
- More

<b>2ABC</b> Microsoft Academy 9:03 AM - 9:20 AM	Davis, Christina Elaine Rm: 424 Start: 01/10/2022
<b>2ACD</b> Microsoft Academy 9:20 AM - 10:11 AM	
<b>3CED</b> PPCC-COM115 Pub Speaking (3) 10:11 AM - 10:40 AM	
<b>3CE</b> PPCC-COM115 Pub Speaking (3) 10:40 AM - 11:19 AM	
<b>5FG</b> PPCC-CRJ230 Criminology (3) 1:04 PM - 2:00 PM	Sivigny, Lanae Janene Rm: 454
<b>5FGH</b> PPCC-CRJ230 Criminology (3) 2:00 PM - 2:12 PM	Sivigny, Lanae Janene Rm: 454

**Assignments Due Today**

- Chapter 6 Nutrition Homework  
CSU-BIO112 Nutrition (3)
- Nutrition Quiz 6 (Chapter 6)  
CSU-BIO112 Nutrition (3)
- 4.10 Applied Labs  
Microsoft Academy
- 4.10.6 Skill Lab  
Microsoft Academy

Assignments Schedule Attendance

Sep  
Oct  
Nov  
Dec  
**2022**  
Feb  
Mar  
Apr  
May  
Jun  
Jul

**February 2022** Today

SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022

- Chapter 6 Nutrition Homework  
CSU-BIO112 Nutrition (3)
- Nutrition Quiz 6 (Chapter 6)  
CSU-BIO112 Nutrition (3)
- 4.10 Applied Labs  
Microsoft Academy

S1 S2

Term S2 (01/06/2022 - 05/17/2022)

DAY: MONDAY

<b>1AB</b>	PPCC-ART121 Drawing I (3) 7:55 AM - 9:03 AM	Davis, Douglas Rm: 456
<b>2ABC</b>	PPCC-HUM115 Wrld Mythology (3) 9:03 AM - 9:20 AM	Burnette, Justin Cole Rm: 442
<b>2ACD</b>	PPCC-HUM115 Wrld Mythology (3) 9:20 AM - 10:11 AM	Burnette, Justin Cole Rm: 442
<b>5FG</b>	PPCC-BUS217 Bus Comm Writ (3) 1:04 PM - 2:00 PM	Anderson, Richard C Rm: 442
<b>5FGH</b>	PPCC-BUS217 Bus Comm Writ (3) 2:00 PM - 2:12 PM	Anderson, Richard C Rm: 442
<b>5GH</b>	Spanish I B 2:12 PM - 3:15 PM	Castle, Grady Simon Rm: 428

Missing Current Term

- Wk7 Kahoot Chapter 3A Review Spanish I B

**Thursday 02/24/2022** TODAY

- Wk6 3A tarea en hogar Spanish I B

**Monday 02/28/2022**

- Space (P/N) PPCC-ART121 Drawing I (3)

**Monday 03/07/2022**

- Pen & Ink (Line) PPCC-ART121 Drawing I (3)

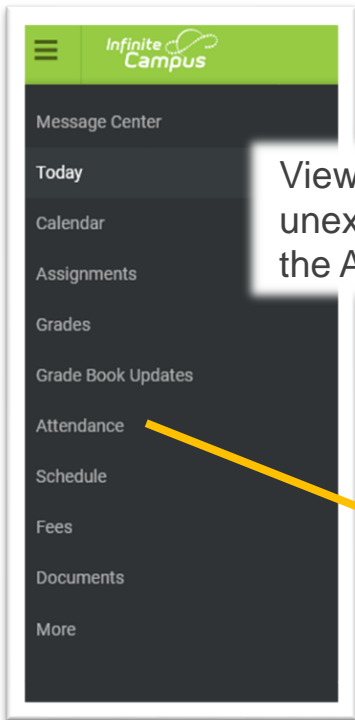
**Thursday 05/12/2022**

- Class Participation PPCC-HUM115 Wrld Mythology (3)
- Summary Paper 5 PPCC-HUM115 Wrld Mythology (3)

**Monday 05/16/2022**

- Final Exam PPCC-HUM115 Wrld Mythology (3)
- Final Paper PPCC-HUM115 Wrld Mythology (3)
- Quiz 1 PPCC-HUM115 Wrld Mythology (3)
- Quiz 2 PPCC-HUM115 Wrld Mythology (3)
- Quiz 3 PPCC-HUM115 Wrld Mythology (3)
- Quiz 4 PPCC-HUM115 Wrld Mythology (3)

# Attendance



View excused and unexcused absences in the Attendance module.

**Absences**

**1A** Tuesday 03/29/2022  
Absent Excused EXCUSED  
Excused per mom, ill

**2AB** Tuesday 03/29/2022  
Absent Excused EXCUSED  
Excused per mom, ill

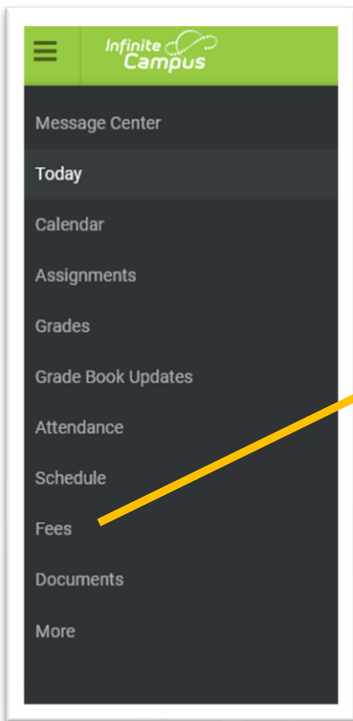
**2B** Tuesday 03/29/2022  
Absent Excused EXCUSED  
Excused per mom, ill

S1 S2

Term S2 (01/01/2022 - 05/22/2022)

COURSE	ABSENT	TARDY	
FRCC-HIS112 Wrld 1500 Pres (3)	4	1	>
FRCC-HUM122 Humn Med Mod (3)	6	5	>
FRCC-PHY105 Concept Physic (4)	8	0	>
<b>Totals</b>	<b>18</b>	<b>6</b>	

# Fees

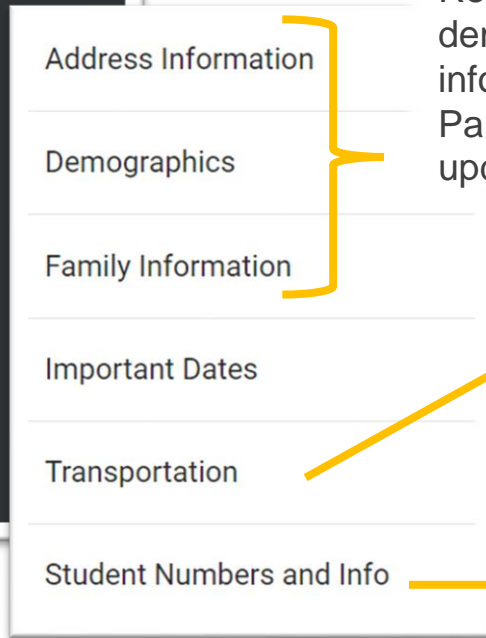
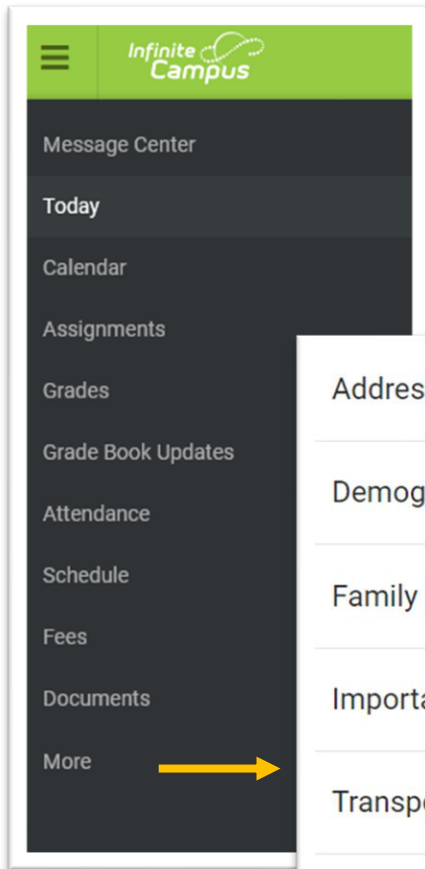


Person: All School Year: 2021 - 2022 Type: Unpaid

**Total Due: \$616.00**

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE
Prior Year Balance			616.00
<b>Total</b>			<b>616.00</b>

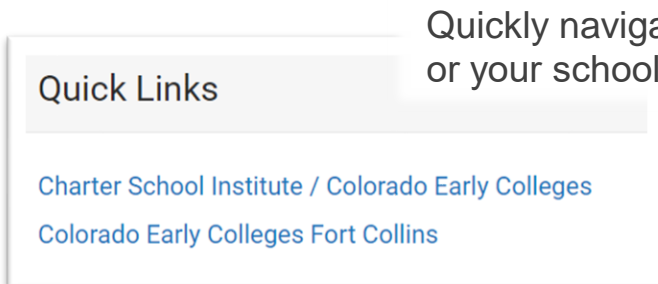
# More



Review address, demographic, and family information here. Parents can submit update requests here.

Bus riders can find bus stop information here.

Various student information is listed here: Advisor, school phone #, StateID Student #, College ID # (if provided to advisor), etc.



Quickly navigate to CEC or your school's website.