

Using the Infinite Campus Parent Portal

1. Go to <http://www.newportwildcats.org>
2. Under Quicklinks, select the Infinite Campus Login. (the first item on the dropdown list)
3. Read the terms and conditions of use, then select "I Agree".
4. The username is the student's ID number as printed on their report card or schedule.
5. The first-time password is the student's 6-digit birthdate (e.g. Jan. 1, 1994 would be 010194).
 - a. the system will prompt them to select a new, "strong" password.
 - i. must be at least 8 characters long
 - ii. must contain both letters and numbers or special characters
 - iii. case sensitive
 - b. if they have logged in previously they must remember their old password or contact Technology Dept. to reset it
 - c. 5 consecutive unsuccessful login attempts will lock the account – if this happens contact Tech Dept. to unlock.
6. Parents may contact Technology Dept. to arrange for their own logins if they do not wish to share account with student.
 - a. They must arrange a meeting or make arrangements to come to school to pick up account info. For security purposes, we must verify the identity of the parent/guardian and cannot give account information over the phone.
 - b. Note: locked/forgotten passwords on student accounts can be reset via the phone, but we will not divulge the student ID or birthdate over the phone. The parent must have that available.