

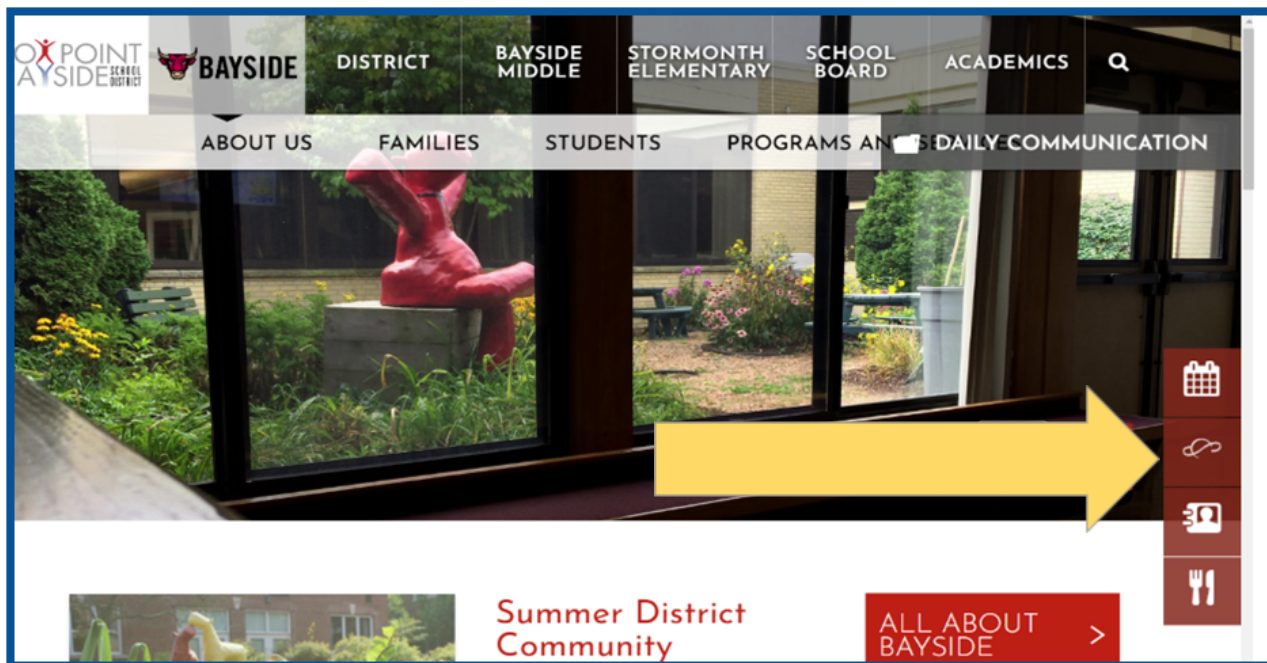
Annual Renewal of Information

Prior to the start of EVERY school year, all child and family information must be verified and updated in the Fox Point-Bayside School District Infinite Campus Portal System (the Portal). This is called Online Registration or OLR.

All families (including Open Enrollment and Chapter 220 students) will need to upload a Proof of Residency document to the Portal. Before you begin, make sure you have an electronic copy of one of the following: Property tax bill, Mortgage statement OR Lease Agreement. The document MUST have both your name AND address on it. If you are unable to upload the document as part of the OLR process, please email the document (or screen shot) to ICHelp@foxbay.org and they will upload it for you.

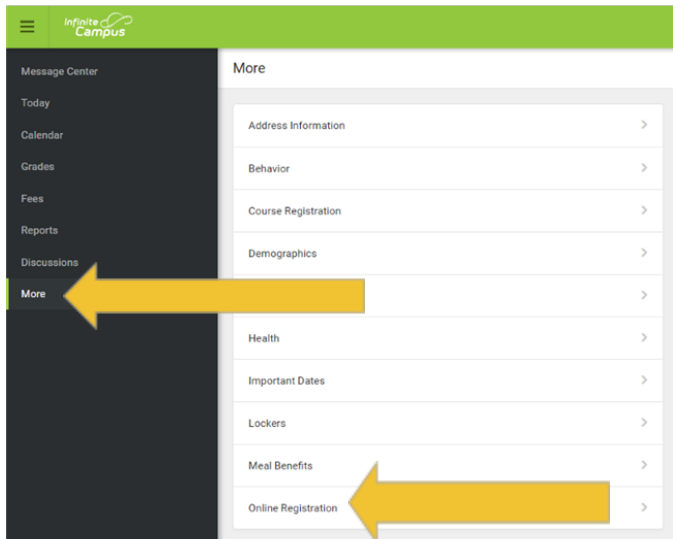
INSTRUCTIONS to complete OLR:

1. **Log into your Parent Portal:** This can be done via the website. The link is located on the right hand side of the website. Click on the link.



2. Click on Campus Parent. If you have forgotten your Username or Password, click on the “[Forgot Username?](#)” or “[Forgot Password?](#)” links. If that doesn’t work or if you do not have a Campus Parent login, please email ICHelp@foxbay.org

- Once you are logged in, click on “MORE” on the left hand side of the screen and then click on Online Registration. You will access the Annual Renewal of Information by clicking on Online Registration (at or near the bottom of the screen).



- You will see “Existing Student Registration” and your student(s) listed. Select “Begin Registration.”
- There are several tabs (or pleats). When you are moving through the registration process, you will be verifying the information that is already in the system. There are questions that we must ask every year and permissions we must legally receive from you for your child’s access to computer resources, etc.
- Here are some tips:
 - The tabs are: Student(s) Primary Household, Parent/Guardian, Emergency Contacts (you will be asked for at least 2), Other Household (other children in your household that are not currently enrolled in our school district) and finally Student.
 - Each yellow highlighted area needs to be reviewed, section by section. Review the information and continue to click next until you finish the tab and click **Save/Continue.**
 - Once you have completed all the steps and hit the final **Save/Continue,** be sure to click the **Submit** button.



* Indicates a required field

