Thomson Middle School

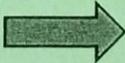## HOW TO CHECK GRADES ON INFINITE CAMPUS

REGISTERING FOR INFINITE CAMPUS (IC) PARENT PORTAL:

1. From your computer visit www.hcbe.net   (We have computers available for Parents use)
2. Click the PARENTS tab.
3. Under the parents tab click INFINITE CAMPUS.
4. To Register for IC Scroll down and click
5. Enter the requested information: Student ID Number (same as lunch number), Student's Social Security Number, and Student's Birthday, then press Submit.
6. This will give you your Activation Key. The Activation Key is a long number/letter combination that is Case Sensitive. Either print out the Activation Key or write it down.
7. This will bring you to a new screen. Enter your Activation Key and click Submit.
8. Once you hit Submit, you will go to a new screen where you can create your own IC Parent Portal Username and Password. Once you've entered those, click Create Account
9. Congratulations, you have now created your IC Parent Portal Account. Select the "Click Here" option to login to your IC Parent Portal Account.

If you have more than one student, it is not necessary to setup individual accounts for them. Once you login, there is a drop-down menu at the top of the page that allows you to select which of your student's you would like to view.

TO LOG IN:

1. From your computer visit www.hcbe.net -OR- Save to Favorite's
2. Click the PARENTS tab.
3. Under the Parents tab click INFINITE CAMPUS.
4. To Log In scroll down and click
5. Enter your Personal User Name and Password and click "Sign In"

USING THE MOBILE APP:

1. BEFORE using the Mobile APP you must create your account online FIRST.
2. THEN, On the Infinite Campus Portal Page, scroll down and click Infinite Campus Mobile App
3. Select Apple or Android and click on your preference.
4. This will take you to an Explanation Page. From this page click "Install"
5. To continue Sign In (Log In) using your IC Parent Portal Username and Password
6. Houston County District ID: VNMCHN
7. Once the app is installed you can change your user name and passwords, set up preferences, and choose which notifications you would like to receive.

See back for Popular Questions and Answers

Popular Asked Questions

Q: *How do I view all of my student's grades and assignments?*

A: From the Grades tab, click on a course name to expand the details. You can see all the graded assignments for that particular class.

-OR-

From the Schedule tab, click on a course name to expand the details. This will bring you to the same menu that is visible from the Grades tab, where you can see all the graded assignments for that particular class.

Q: *How do I contact my child's teacher?*

A: From the Schedule tab, click on teachers name to generate an email.

For Additional Assistance with IC Parent Portal

- From your computer visit www.hcbe.net
- Click the PARENTS tab.
- Under the Parents tab scroll down and click:
  . *"Infinite Campus Help Tips and Navigation Tricks"*
- To Log In scroll down and click

Middle and High School students now have Infinite Campus portal accounts.

Students will use the same link that parents use to log in:

- ➢ Their username is their student id/lunch number.
- ➢ The password format is <first name initial><last name initial><birthdate MMDDYY> Ex: John Smith, DOB: 01/03/97 = js010397