

Accessing Student Email Network ID's and Passwords From Infinite Campus

What is it?

Teachers will need student Network ID's and Passwords to access the Student Portal "MY BACKPACK."

This Quick Sheet provides instructions on how to:

- Access student Network ID's
- Create a school list
- Find a network ID and Password

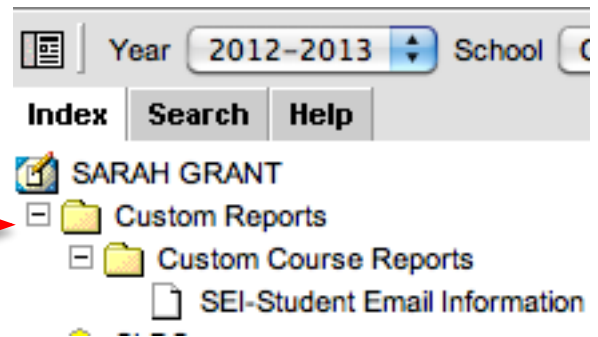
Login

Type the Infinite Campus URL: ic.apsk12.org

Once you are logged into Infinite Campus, Under **INDEX** you will see **CUSTOM REPORTS**.

You will click on the + sign next to **Custom Reports** to expand the window.

Next, click on **Custom Course Reports** and then choose **SEI Student Email Information**.



Select the teacher's name to retrieve students from that class. Click **View Report** on the left of the screen. Select all teachers for a complete school list.

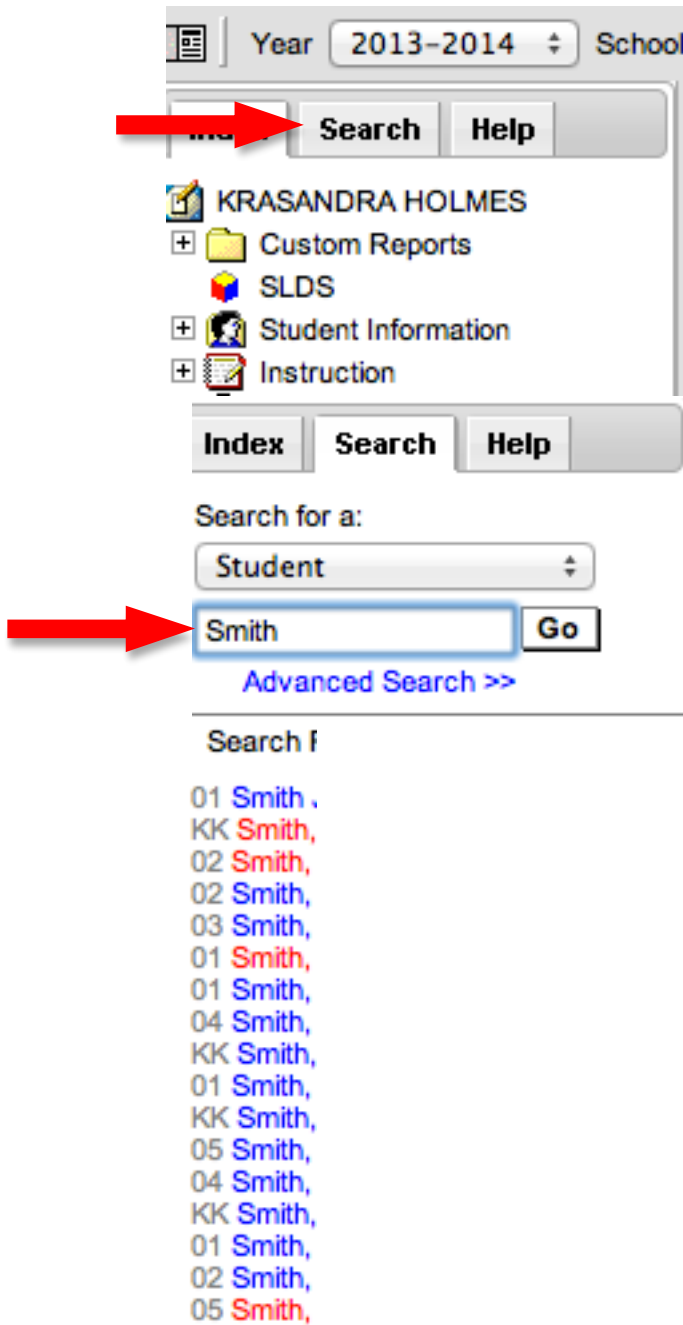


When you click **View Report** you will see the students' name, user names (**Network ID**), grade level, class period and other demographic information. Network ID's consist of first initial, last name (up to 7 characters), last four digits of the student number. Export as a .CSV file. Save new document. Filter/Sort accordingly.

| User Name |
|--------------|
| KAnderso6746 |
| DArnold8846 |
| JAshwort3526 |
| HBell9115 |
| TBrantle5016 |
| ABrown9693 |
| NDixon1360 |
| MEllison9409 |
| ... |

Accessing Student Email Network ID's and Passwords From Infinite Campus

If you want to search for one student and retrieve their Network ID, Click the Search Tab, Type in Student name, Click Go and select the student. On the Summary Tab, scroll to the bottom to view the Network ID.



Year 2013-2014 School

Search Help

- KRASANDRA HOLMES
- Custom Reports
- SLDS
- Student Information
- Instruction

Index **Search** Help

Search for a:

Student

Smith **Go**

[Advanced Search >>](#)

Search f

- 01 Smith,
- KK Smith,
- 02 Smith,
- 02 Smith,
- 03 Smith,
- 01 Smith,
- 01 Smith,
- 04 Smith,
- KK Smith,
- 01 Smith,
- KK Smith,
- 05 Smith,
- 04 Smith,
- KK Smith,
- 01 Smith,
- 02 Smith,
- 05 Smith,



Summary E

Person Summa

Lunch_ID

Network_ID