**CANNON FALLS
AREA SCHOOLS**

If you do not have an infinite campus parent portal account, please contact the MSHS office for the activation code to start your account.

Infinite Campus Parent Portal instructions. Login via the school website or app on the phone. Select "campus parent".

To pay for a lunch account.
~Click in three bars on the left side of the screen.
~Select "food service". This will bring you to your account balance.
~Click the blue "pay" button to add money to the account.
~Enter the desired amount and add it to the cart.
~Click "my cart" to pay balance or follow instructions below to add more items to cart before paying.

To pay class, tech, student parking or other fees.
~Click in three bars on the left side of the screen.
~Select "school store". This will bring you to the main fee page.
~Select the Elementary or MS/HS option.
~Multiple options will appear. Select the appropriate one(s) and add to cart. Some items will require student designation.
~When done, click on "my cart" to pay for all items at once.

To view your students' class schedule.
~Click in three bars on the left side of the screen.
~Select "documents".
~Select "student schedule 23-24 Cannon Falls HS"
~A pdf will pop up in a new window. If it does not, check that your pop up blocker is off.

To fill out an educational benefits form. Please do so even if you do not qualify as it helps the school to have a good return.
~Click in three bars on the left side of the screen.
~Select "More". It is at the bottom of the available options.
~Select "Meal Benefits" and click on the blue highlighted sentence "click here to start the application process.

To view or update personal information for you or your student.
~Click in three bars on the left side of the screen.
~Select "More". It is at the bottom of the available options.

~The More screen will have the following categories. For some categories, you will need to toggle between students as needed with the right drop down menu on top.

      *Address Information
      *Family Information
      *Health→Immunization
      *Important dates
      *Lockers
      *Meal Benefits
      *Transportation

To view grades
~Login and click on three bars on the top left of the screen.
~Select "grades".
~The most recent listed as default but you can select past quarters if needed.
~Switch between student profiles on the top right, if there is more than one in your family.

To view/print report cards
~Click on three bars and select "documents".
~Courses and grades will be listed for those submitted into the system. There will be a week for teachers to do so.