



Sun Prairie Area School District

Futures depend on us...every child, every day.

18 JAN 2018

REGISTRATION FOR INITIAL CREDIT AND CREDIT RECOVERY CLASSES AT SUN PRAIRIE AREA HIGH SCHOOL

The Initial Credit and Credit Recovery registration for High School students will be opening Wednesday, January 24 at 8 AM. Since we will be using a new registration platform this year, we have attached instructions with screenshots as to how you can obtain your username and create a password.

Accounts are tied to the **Primary Household Email Address**. Please verify your **Primary Household Email Address in Infinite Campus through your [Parent Portal](#)**.

Pamela Garcia, our in-district expert has shared that if parents/guardians need help accessing their Infinite Campus account they should contact Pamela at (608) 834-6571 or pccgarci@sunprairieschools.org However, for parents/guardians who do not have, or need information on an account, or would like to create one (parochial/private school parents/guardians), they should complete the Parent Portal request form in the SPASD Website: <http://www.sunprairie.k12.wi.us/district/ICPortalHelp.cfm> and Pamela will create an account. Pamela will connect with parents/guardians as soon as possible (typically within two days) with their username and password information. We strongly encourage parents/guardians to check on the Infinite Campus account as soon as possible to avoid delays in registering for Summer School.

To log-in to the registration system, please follow these steps:

- go to our registration [website](#)
- click "forgot password" at the top of the screen
- the system will send a link to your Primary Household Email Address (associated with Infinite Campus)
- open the email and follow the link
- your username will appear on the screen, and you will be prompted to change your password
- the password you create will give you access to the registration system

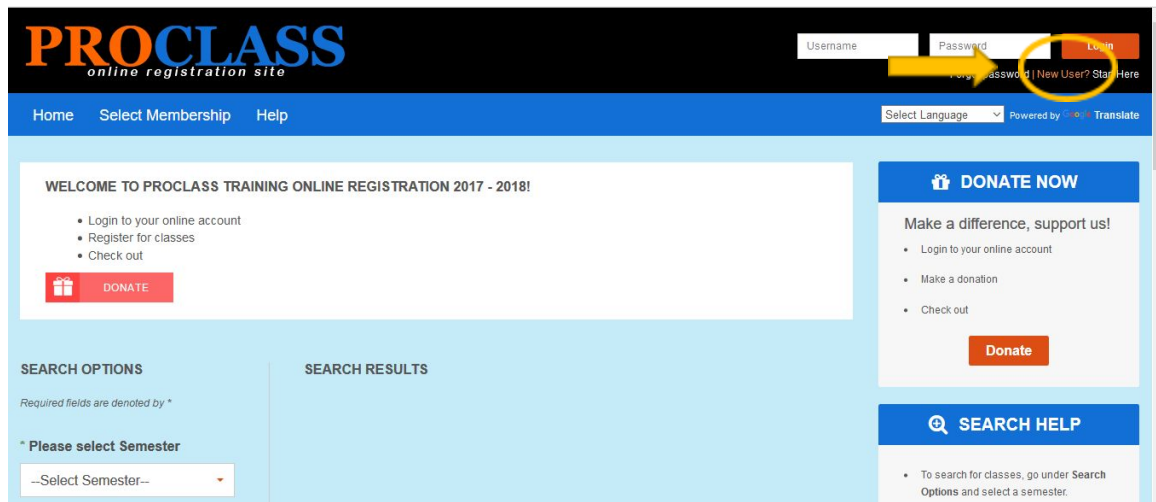
Please note that only your high school students are able to register at this time. (Parents/guardians will NOT be able to register Pk-8 students.)

After you register, please review your "CART" carefully before you check out. At this time, users are unable to drop or cancel classes in the system. You will need to call Brittany Browning at 608-834-6507 if you need to drop/cancel or modify an enrollment. Please call Ms. Browning with any other high school summer registration questions.

We hope you are looking forward to summer school as much as we are!

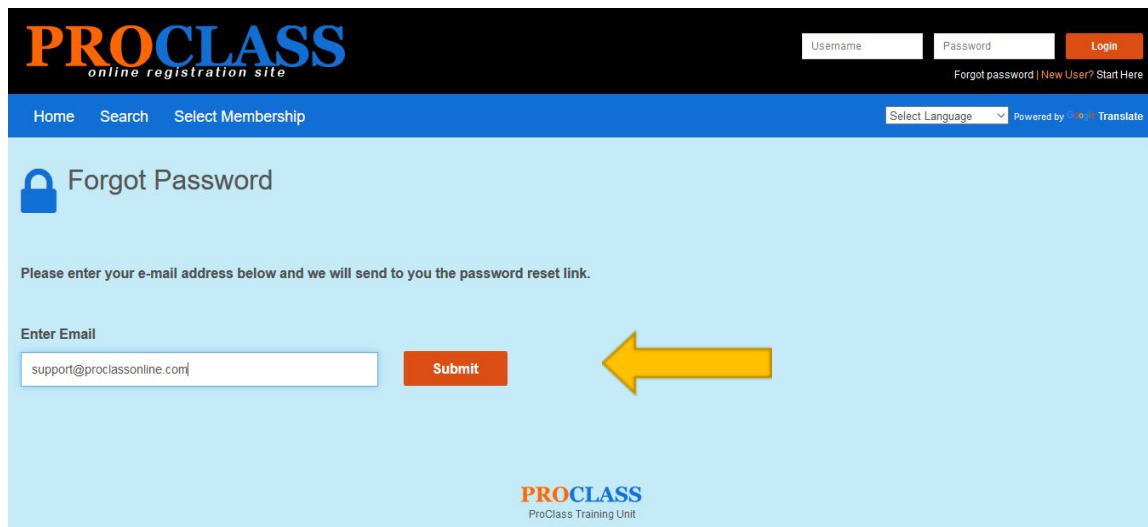
Online Account Reset Password

1. From the online registration site click the Forgot Password link on the header. It will lead you to the Forgot Password page.



2. In the Forgot Password page, enter the e-mail address you have in the system then click the Submit button. And the system will automatically send you the Reset Password Email.

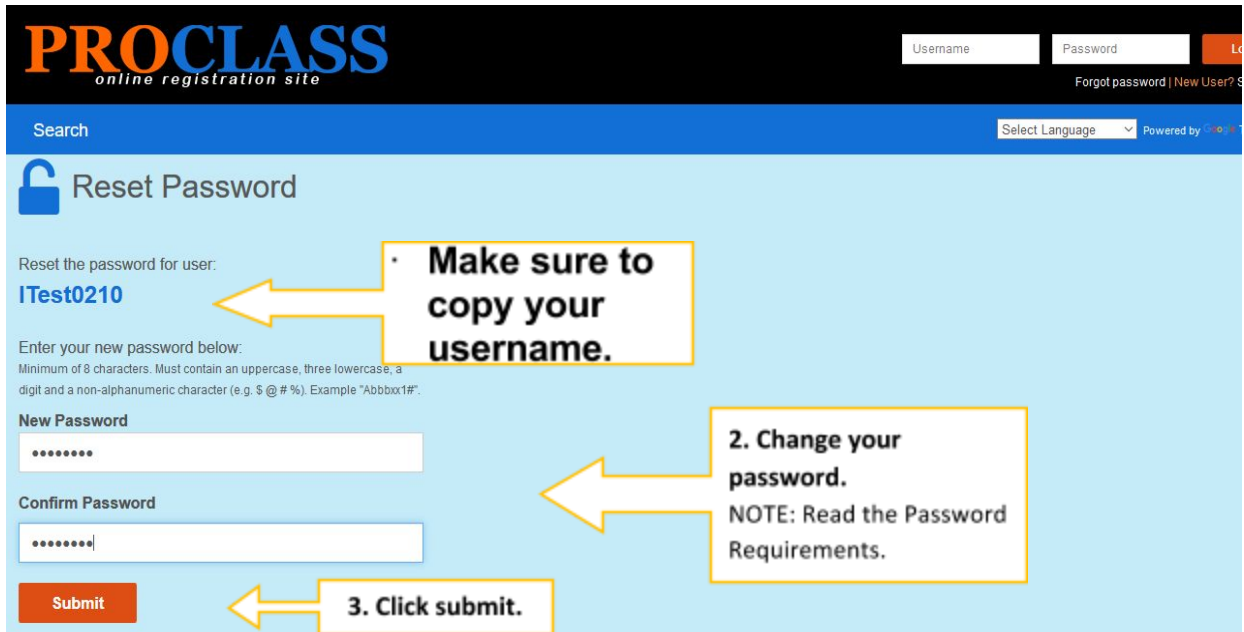
Note: If email has not yet received after 10 minutes, please check your Spam or Junked folder.



3. You should be able to receive the Reset Password Email. Check your email, read the message and click the link to reset your password.



4. After clicking the link, the Reset Password page will open.



5. After Submitting, you can now login to your account with your new password.

Questions?

Please contact:

Pamela Garcia - Infinite Campus Portal - 608-834-6571

pcgarci@sunprairieschools.org

Brittany Browning - Summer School Info at 608-834-6507

bdbrown@sunprairieschools.org