



How to Complete the Annual Update Infinite Campus Parent Portal

The Annual Update must be completed via the Parent Portal for all currently enrolled PLSD students.

1. The Annual Update can only be completed by a parent or legal guardian in the custodial household.

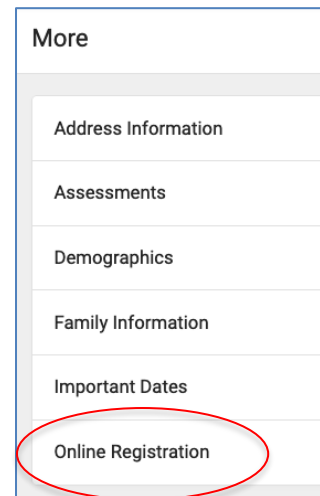
WinterSTAFF

+

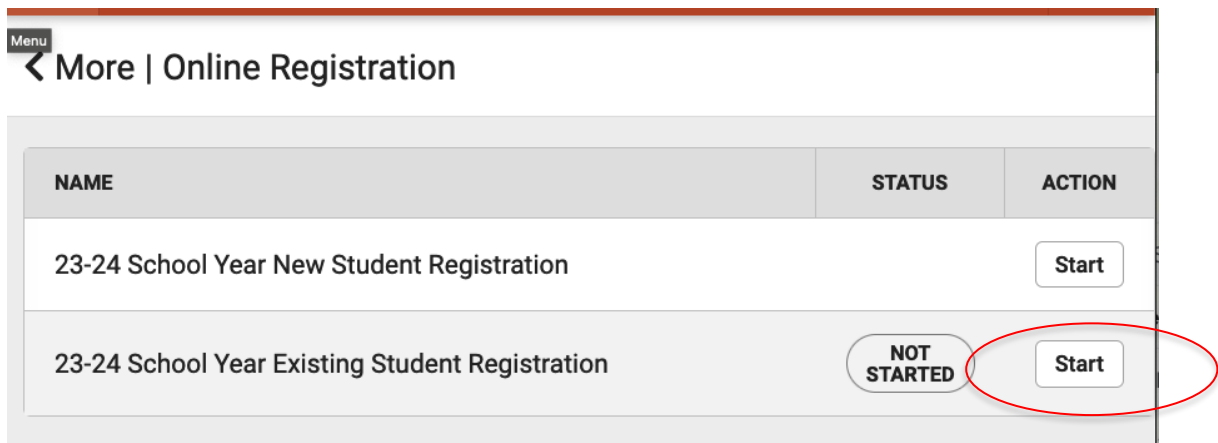
2. To access the Annual Update, log into the Infinite Campus [Parent Portal using a web browser](#) or using the Parent Portal mobile app.

3. Click the three lines in the upper, left corner of the screen and select **More** from the menu.

4. Click **Online Registration** on the bottom of the list. Note that the Annual Update “lives” in the Online Registration portion of the Parent Portal. **Clicking Online Registration will take you to the Annual Update.**



5. Click **Start** next to **23-24 School Year Existing Student Registration**.



6. Under the Student Name column, your currently enrolled PLSD student(s) will be listed. Click the blue **Begin Registration** button at the bottom of the screen to start the Annual Update process.

***Can't see Online Registration? Not seeing all of your students listed?
See Troubleshooting tips below.***

← Online Registration | Existing Student Registration

This editor is to update data for students that are currently enrolled in the District. You may add new students that are registering for the select year later in the process.

If you only want to register new students for the select year at this year, please use the link below to go to the New Student Registration form.

STUDENT NAME	GRADE	INCLUDED IN NEW APP?	REASON IF NOT INCLUDED	ONLINE REGISTRATION SUBMITTED?
<input type="text"/>	12	yes	Included	no

Begin Registration

7. Begin the Annual Update process by entering your name and clicking **Submit**.

Infinite Campus Online Registration

Application Number

Welcome Please type in your first and last name in the box below. Please read this page carefully. You will not be able to continue with registration until this page is complete and submitted. This will serve as the electronic signature for this application.

By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

Submit

8. Click **Go to Application**.

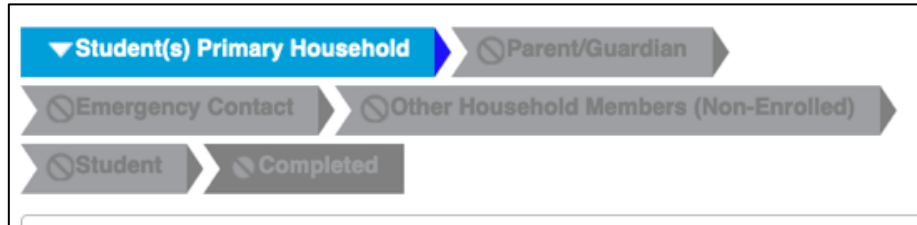
Infinite Campus Online Registration

Application Number

Welcome to Pickerington Local Schools' online registration. This registration is an annual update for an existing student in the district. This is a yearly update to make sure we have all the correct information for your student for the current school year.

Go to Application

9. The Annual Update will then walk you through several categories, beginning with the student's Primary Household.



[23-24 Annual Update Instructions.pdf](#)

Make changes to the information displayed, if necessary. Click the **Next** button to move through each category.

10. Once you are finished with a category, **Click Save/Continue** to move to the next category. If the page does NOT advance, please scroll back up the page to see if there is any indication (in red) of missing information on that page.

11. Click the **Application Summary PDF** link to review your information. When finished, click **Submit**.

The screenshot shows the 'Infinite Campus Online Registration' interface. At the top, a progress bar indicates the completion status of various steps: 'Student(s) Primary Household', 'Parent/Guardian', 'Emergency Contact', 'Other Household Members (Non-Enrolled)', 'Student', and 'Completed'. The 'Completed' step is highlighted in blue. Below the progress bar, a red 'Submit' button is prominently displayed. A 'Back' button is also visible. A link for 'Application Summary PDF' is provided at the bottom. A note explains that the application must be submitted by clicking the SUBMIT button and provides instructions on how to modify registration data.

Infinite Campus Online Registration

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ✓ Emergency Contact

✓ Other Household Members (Non-Enrolled) ✓ Student ▼ Completed

You must submit your application by clicking the SUBMIT button below.

Submit

TO MODIFY REGISTRATION: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or clicking the BACK button below. Your information is not submitted until you click the SUBMIT button above. You will receive an email notification that your application was received ONLY after submitting application. Once your application is processed you will receive another email stating it has been approved/processed. Otherwise you will be contacted by the Welcome Center to provide additional documentation. Thanks.

Back

[Application Summary PDF](#)

Troubleshooting Tips

- ✓ Be sure to log into the **Parent Portal** using your Infinite Campus **parent** username.
- ✓ Do not log into either the Parent Portal or Student Portal using your student's Infinite Campus username.
- ✓ If you do not know your Infinite Campus parent username or need assistance resetting your password, please [submit a Help Desk ticket](#).
- ✓ Only parents or legal guardians/custodians have access to the Online Registration/Annual Update area the Parent Portal. Please contact the [Welcome Center](#) to submit custodial/guardian paperwork, if necessary.
- ✓ Only parents or legal guardians residing in the student's custodial household can complete the Annual Update.
- ✓ If you click "Save/Continue" and the page does NOT advance, please scroll back up the page to see if there is any indication (in red) of missing information on that page.
- ✓ Still having trouble? Please [submit a Help Desk ticket](#).