

How do I create a user account so I can use the Parent Portal?

*****You only create a Parent Portal account ONE TIME. *******

If you created an account in a previous school year, use the same log on information.

Email campushelp@millvillenj.gov if you have problems.

Steps to follow to apply for a Parent Portal Account

1. Go to (www.millvillenj.gov).
2. Click on the **Resources** from the menu
3. Click on **Parents**, and then click on the **Infinite Campus Forms** link.
4. There will be two forms on this page you must complete **both** forms.
5. The **Household Information form** and the **Parent Acceptable Use Policy form**.
6. You can open both forms by clicking on the link.
7. Please complete both forms.
8. You can submit the forms by clicking the button at the top of each form.
9. If you have any questions or problems, please email campushelp@millvillenj.gov or call (856)327-6027.
10. **Once these forms are submitted the district Technology Department will email you a Parent Portal activation code so be sure to include your email address on the application forms in the section provided.**
11. By using this code and following the instructions for the Parent Portal User Setup Guide you can setup your own account for the Parent Portal.

The Infinite Campus Parent Portal login (www.millvillenj.gov)

1. **Resources Menu – Click on Resource Menu from District Home Page>Parent>Infinite Campus Parent Logon Page**
2. **Site Shortcuts - District Home Page on left side of page under Site Shortcuts**

What happens if I forget my ID/password?

Email the district at campushelp@millvillenj.gov.

What if I have questions about my child's grades, attendance, assignments, etc., that are found in Infinite Campus?

The first contact is your child's teacher or guidance counselor. To search for a teacher email address use the **Staff Directory Icon** from website (upper right corner of website)

Who can I talk to regarding attendance related issues?

Call the Attendance Office at your child's school, but give them 24 to 48 hours before you call to report any errors.

My account has been disabled. What should I do?

After three unsuccessful login attempts, Infinite Campus disables your account for security purposes. In such cases email the Campus Help Desk at campushelp@millvillenj.gov

Who can access the Parent/Student Portal Accounts?

Only parents and guardians designated with legal rights to student records may receive a **Parent Portal** account. Students can apply in homeroom for a **Student Portal** account.