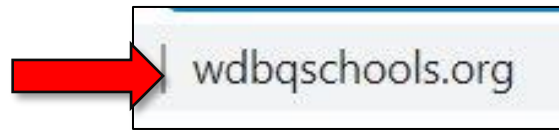


How to Access and Log In to Your Student Portal Account

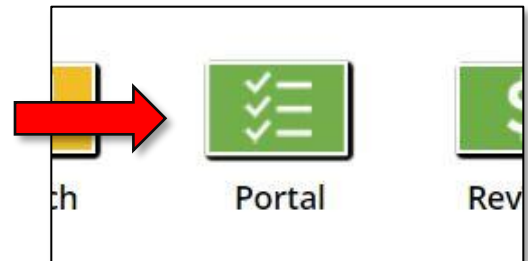
(There are two methods shared here. Choose the method that works best for you.)

METHOD 1

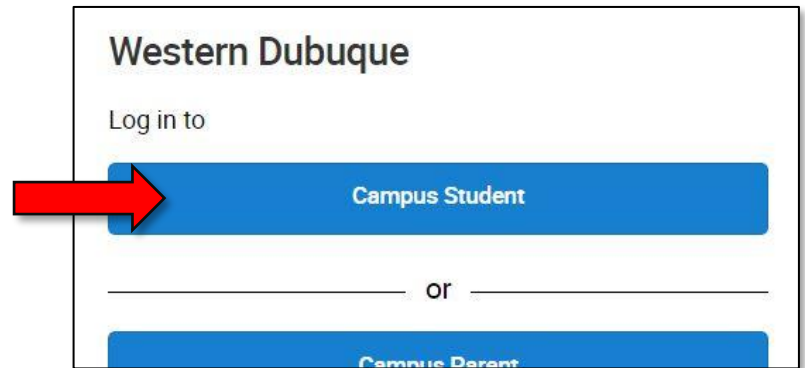
1) Go to the Western Dubuque Community Schools home page: wdbqschools.org.



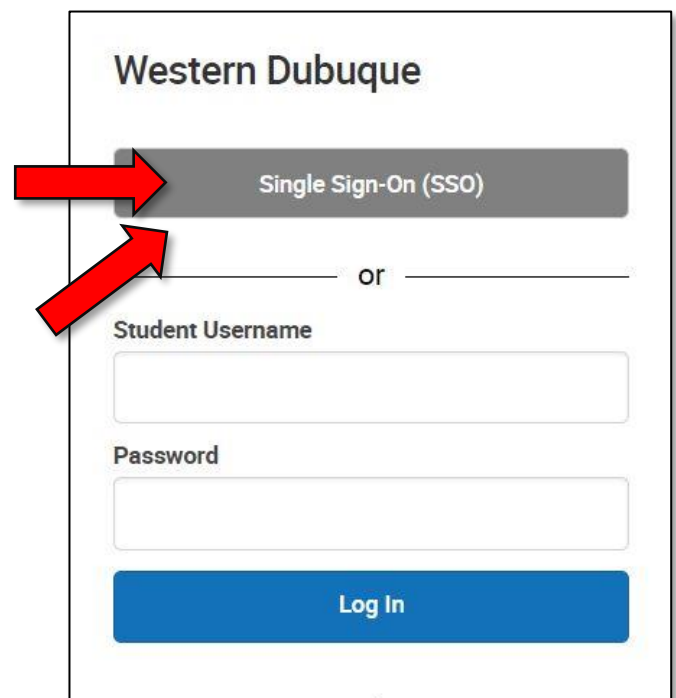
2) Under the slide show, click **the green Portal button**.



3) Click the **Campus Student** button.



4) If you have logged onto your computer **at school** by using your district Username and Password, click the **Single Sign-On (SSO)** button and you will be taken to your Portal account (Step 11).



5) If you have logged onto your computer **from home or a location outside of school**, click the **Single Sign-On (SSO)** button...

6) ...and you will see a window asking for your 365 **Sign in**. Enter your **username** followed by **@wdbqschools.org**. For example, if your name is John Smith, your **Sign in** may be smijoh@wdbqschools.org.

(Username and password information will be shared by classroom teachers OR sent to parents. For those students who have already been signing in to computers at school, Usernames and Passwords are the same as you have been using.)

7) Once you have entered your username@wdbqschools.org, click **Next**.

Microsoft
Sign in
username@wdbqschools.org
Can't access your account?
Sign-in options
Next

8) Enter your **password**.

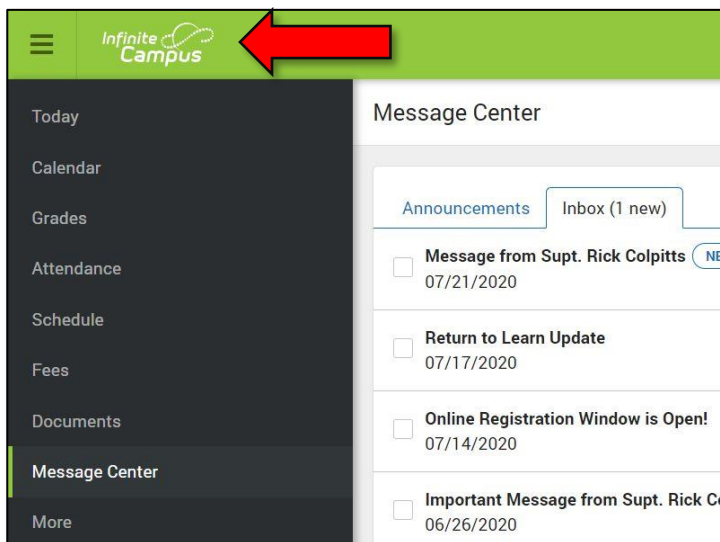
Microsoft
student@wdbqschools.org
Enter password
.....
Forgot my password
Sign in

9) Click **Sign in**.

10) You can choose either **Yes** or **No**. Choosing **Yes** will help reduce the number of times you will be asked to sign in.

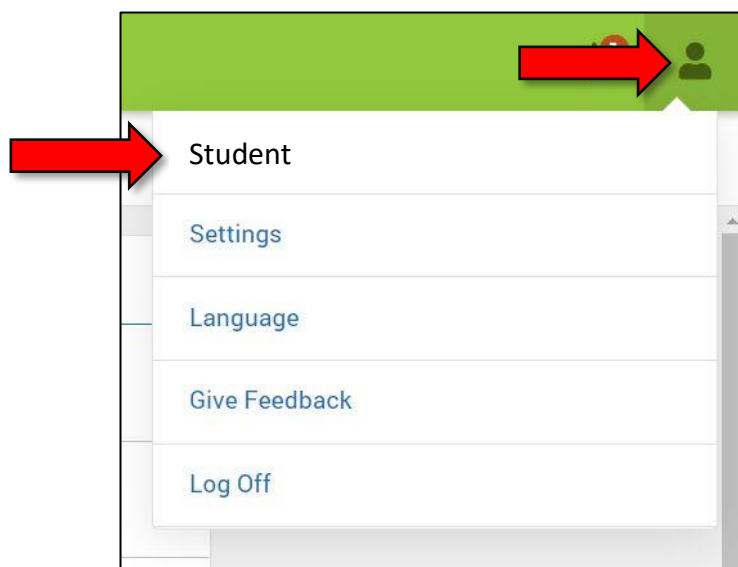
Microsoft
student@wdbqschools.org
Stay signed in?
Do this to reduce the number of times you are asked to sign in.
 Don't show this again
No Yes

11) You will now be logged into your **Student Portal** account.



12) To verify that you are in the correct account, click on the **person icon** in the upper right corner then look at the drop-down menu that appears. You should see your **name**. If your name does not appear, you are in the incorrect account.

Immediately log out of the account, restart your computer, and repeat Steps 1-11. If you continue logging in to the incorrect account, send an email to the "Help Desk", helpdesk@wdbqschools.org, and let them know what happened. They will check your account information.



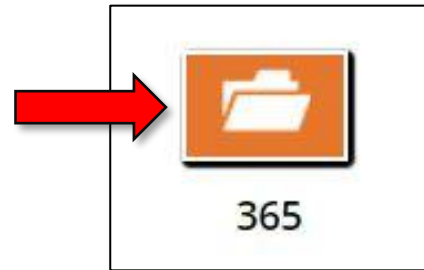
PLEASE TAKE A LOOK AT METHOD 2 LOCATED ON THE NEXT PAGE. IT PROVIDES ANOTHER METHOD OF LOGGING IN USING YOUR 365 ACCOUNT.

METHOD 2

1) Go to the Western Dubuque Community Schools home page: wdbqschools.org .



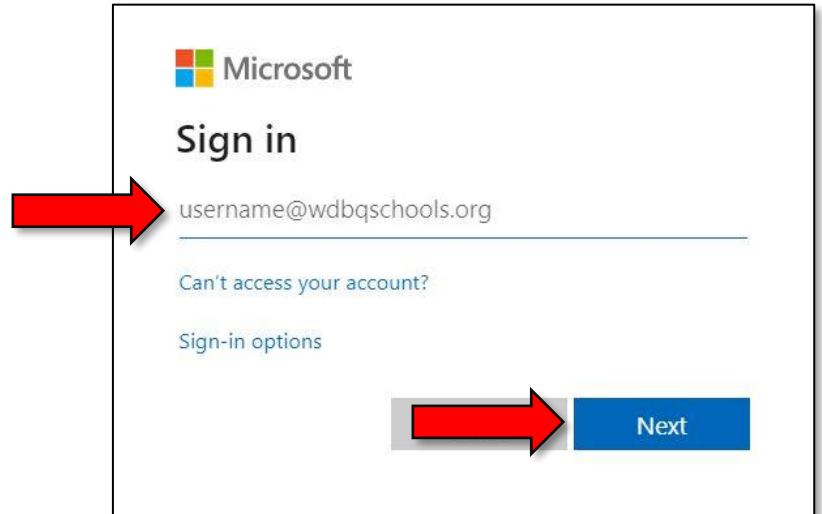
2) Under the slide show, click **the orange 365 button**.



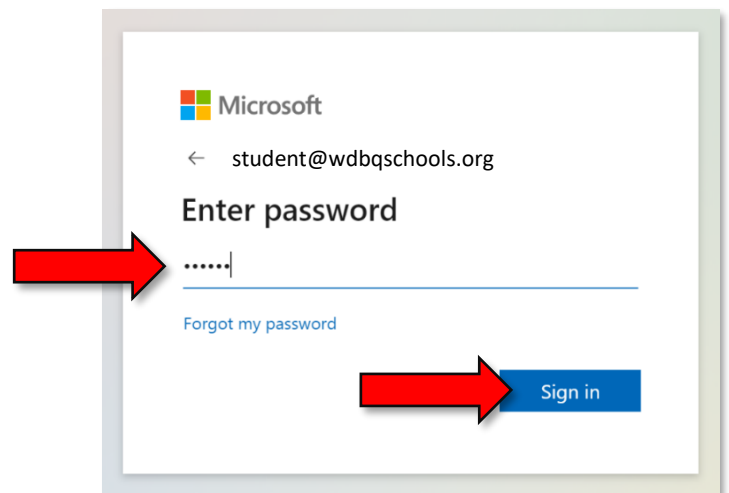
3) You may see a window asking for your 365 login. Enter your **username** followed by **@wdbqschools.org**. For example, if your name is John Smith, your **Sign in** may be smijoh@wdbqschools.org.

(Username and password information will be shared by classroom teachers OR sent to parents. For those students who have already been signing in to computers at school, Usernames and Passwords are the same as you have been using.)

4) Click **Next**.

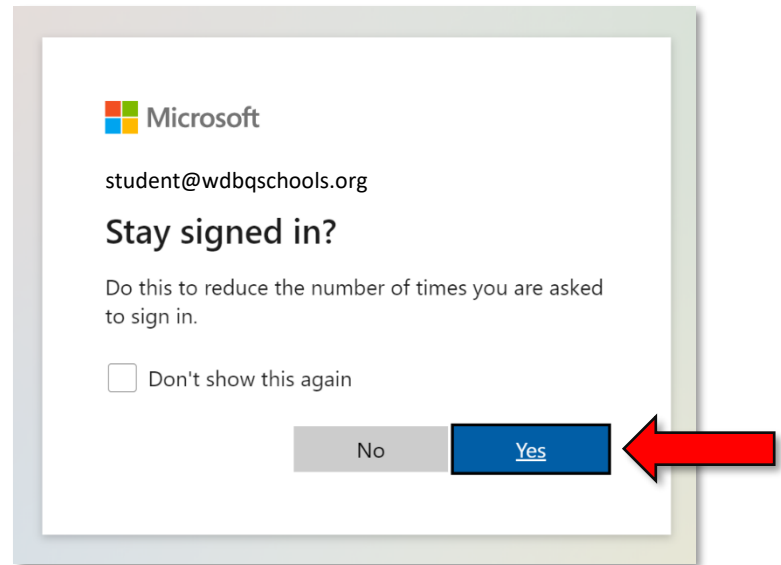


5) Enter your **password**.



6) Click **Sign in**.

7) You can choose either **Yes** or **No**.
Choosing **Yes** will help reduce the number of times you will be asked to sign in.



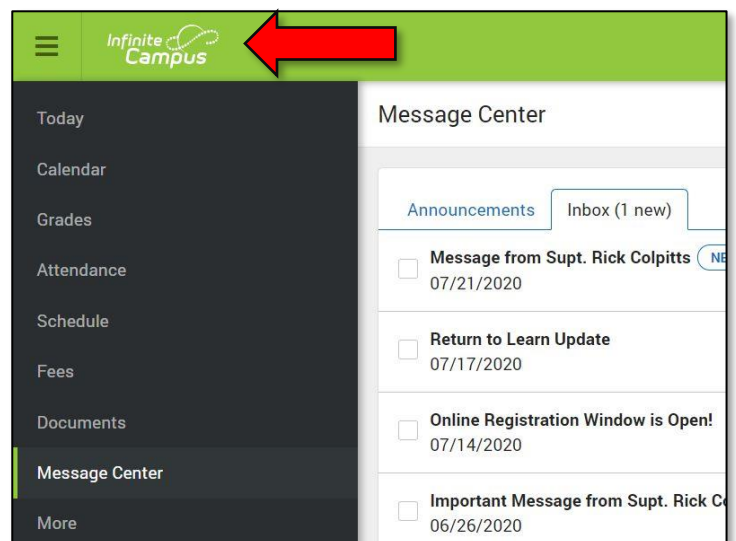
8) When the 365 Dashboard opens (it's where all of your apps are located), click on the **All apps** button.



9) Look around your apps for the **Infinite Campus app**. Once you have located it, click it.



10) You will now be logged into your **Student Portal** account.



11) To verify that you are in the correct account, click on the **person icon** in the upper right corner then look at the drop-down menu that appears. You should see your **name**. If your name does not appear, you are in the incorrect account. Immediately log out of the account, restart your computer, and repeat Steps 1-10. If you continue logging in to the incorrect account, send an email to the "Help Desk", helpdesk@wdbqschools.org , and let them know what happened. They will check your account information.

