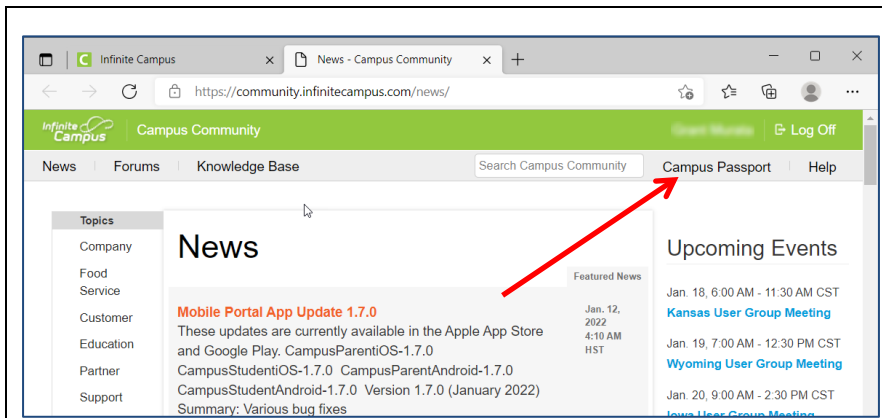


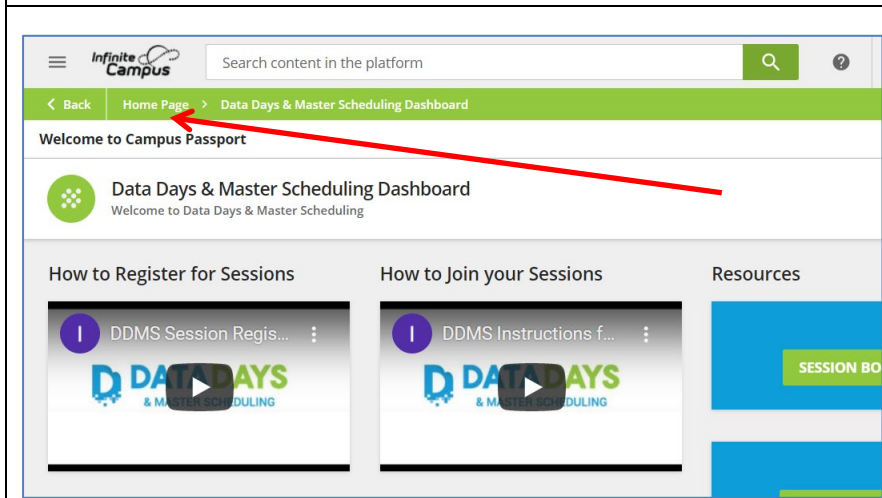


Infinite Campus Adding the Infinite Campus Introductory Course

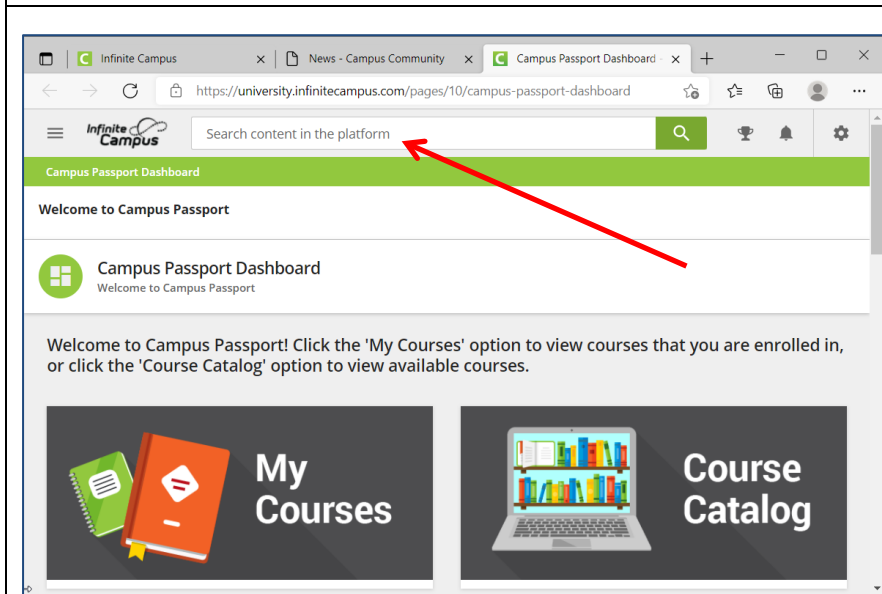
	<ol style="list-style-type: none"> 1. Go to the KS Infinite Campus login page https://kamehamehahi.infinitecampus.org/campus/ksbe.jsp 2. Click on the Single Sign-On (SSO) button to log in using your standard KS account.
	<ol style="list-style-type: none"> 3. When prompted, click on your KS login account 4. Log in (if you have <i>already</i> logged into your KS computer you will not be prompted for username, pwd, and additional authentication).
	<ol style="list-style-type: none"> 5. You are now at the general Infinite Campus landing page. 6. Click on the 9-square "App Switcher" to display additional options.
	<ol style="list-style-type: none"> 7. Click on the "Community" link.



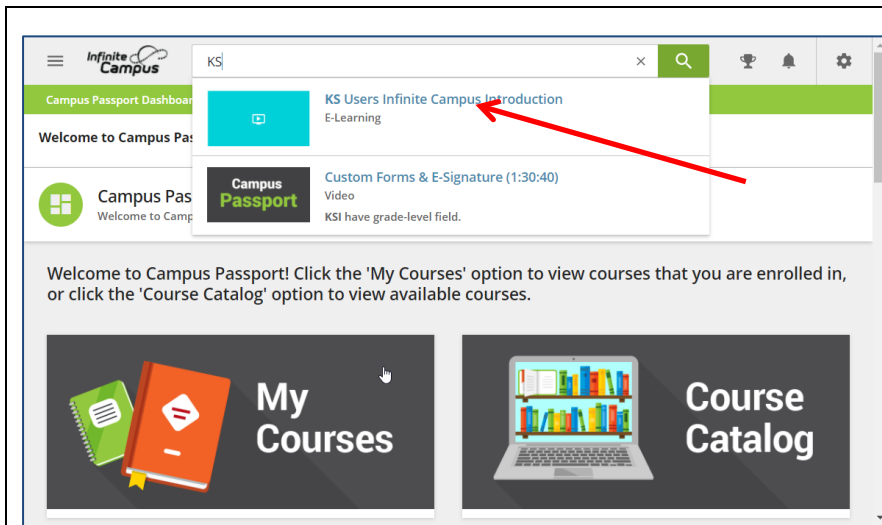
8. From the Campus Community page click on “Campus Passport”



9. Your start up screen may look similar to this. To get to your personal Home Page, click on the link at the top left.

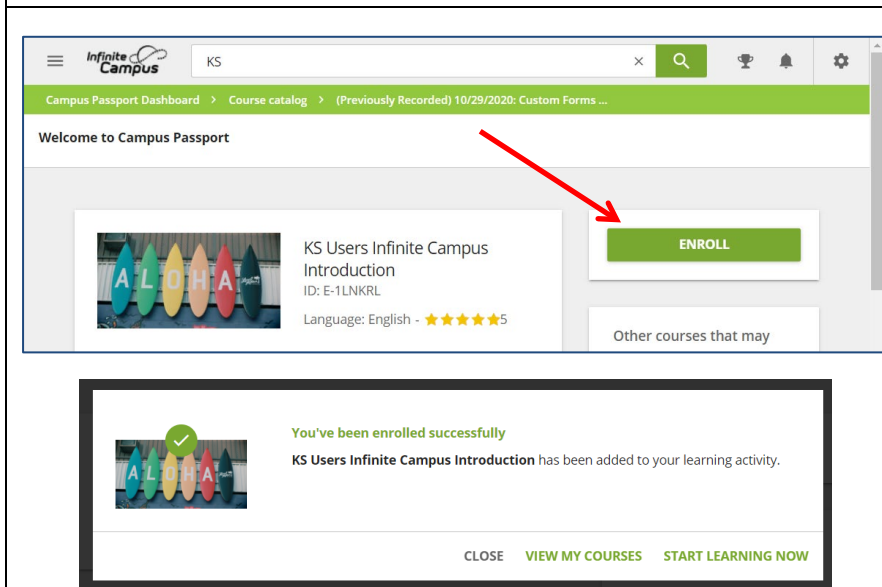


10. In the search bar, type in “KS” to locate the Introductory Course.



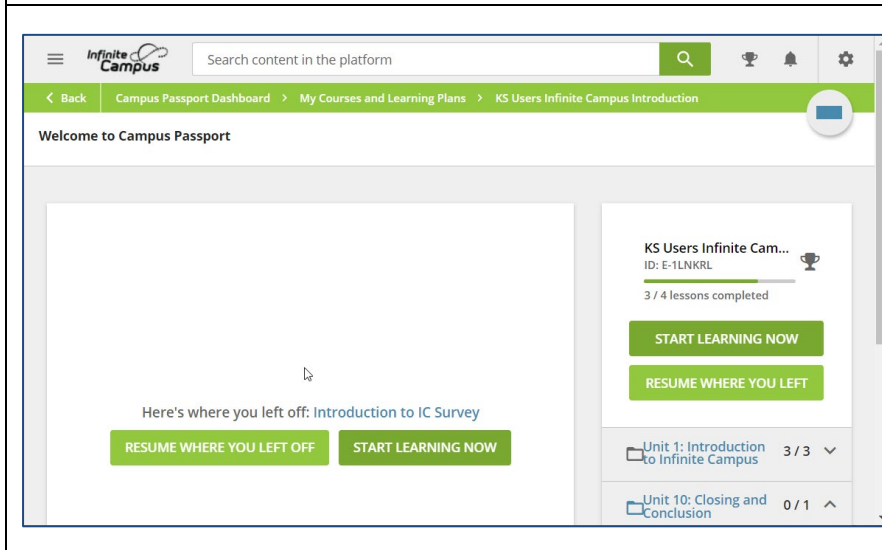
11. As you start typing in the search bar, course options should appear.

12. Click on the “KS Users Infinite Campus Introduction” course



12. Click the “Enroll” button.

13. You’ll see a confirmation message that you’ve been successfully enrolled.



14. Click on the “Start Learning Now” button or click on the course sections (Units, worksheets, etc.) to start using course materials.

15. Follow on-screen instructions to complete the courses.

IC COURSE CATALOG
 You may access the entire “Course Catalog” to search through all available courses.

1. Click on the “User Menu” button in the top left-side
2. Click on “Course Catalog”
3. You can also click on the “Course Catalog” graphic that appears in IC.
4. When you open any course, click on the “Enroll” button and it will now appear under ‘My Courses and Learning Plans’ in the User Menu.

Frequently Asked Questions:

Q1: Can I enroll in other courses?

A1: Yes! All employees may enroll in any course in the catalog.

Q2: Can I pause or take partial courses?

A2: Passport will track your progress through a course. You may pause, review, or continue courses at your convenience.

Q3: What browser should I use?

A3: Infinite Campus works on Chrome, Firefox, and the Edge Browsers. We do not recommend using Safari.

Contact for Support

- Kapālama – ???
- Maui – ???
- Hawai‘i – ???
- NKK – ???