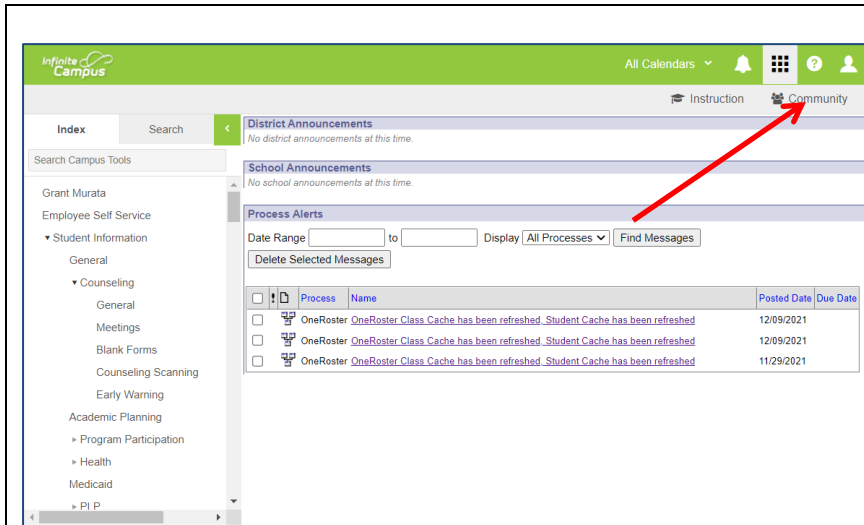




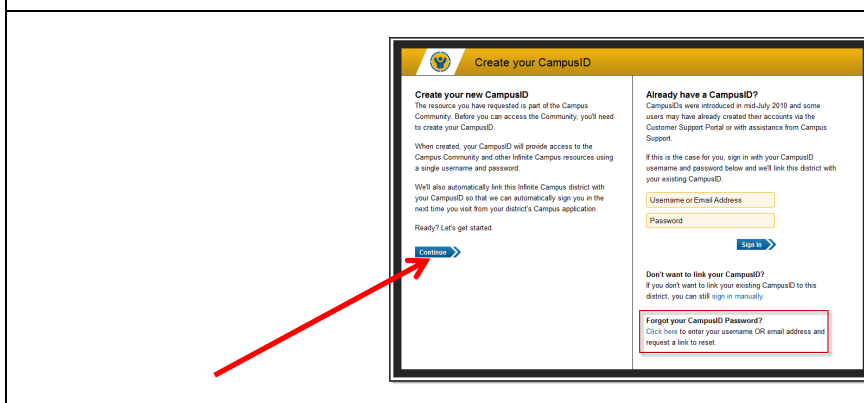
Infinite Campus Creating a "Passport" Account

	<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 (your screen may look different than the picture to the left). 6. Click on the 9-square "App Switcher" to display additional options.

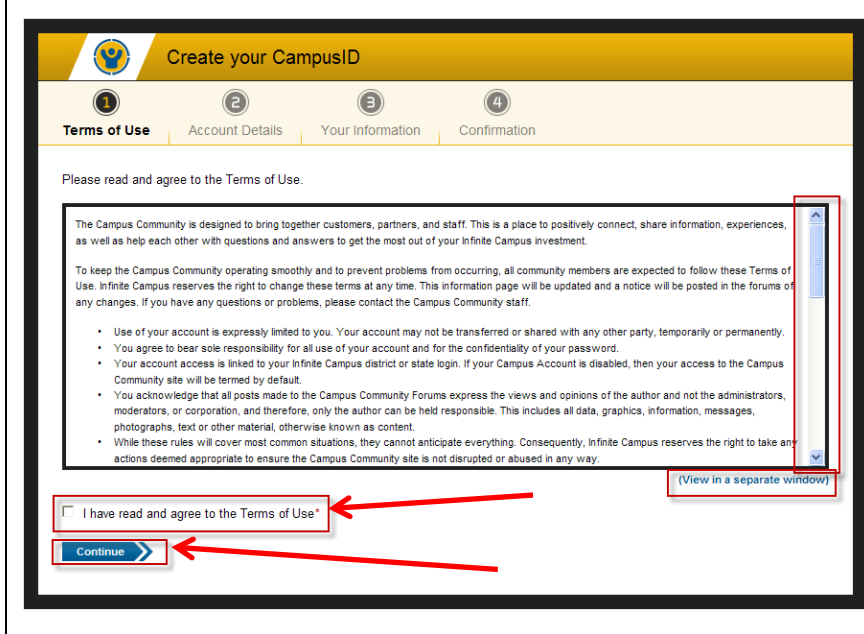


7. Click on the “Community” link.
8. The first time you click on this link, you will begin the process to create a CampusID account.

The Campus Community provides role-based hands-on virtual labs, knowledge base, moderated forum, video library, customer event calendar and news stories via a single sign-on.



9. Click on the “Continue” button.

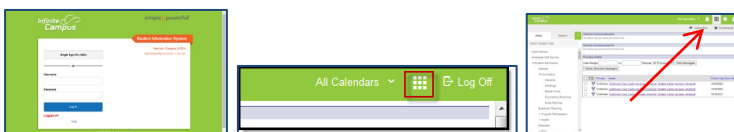


10. Read through the “Terms of Use”
11. Mark the “I have read and agree to the Terms of Use” checkbox.
12. Click on the “Continue” button

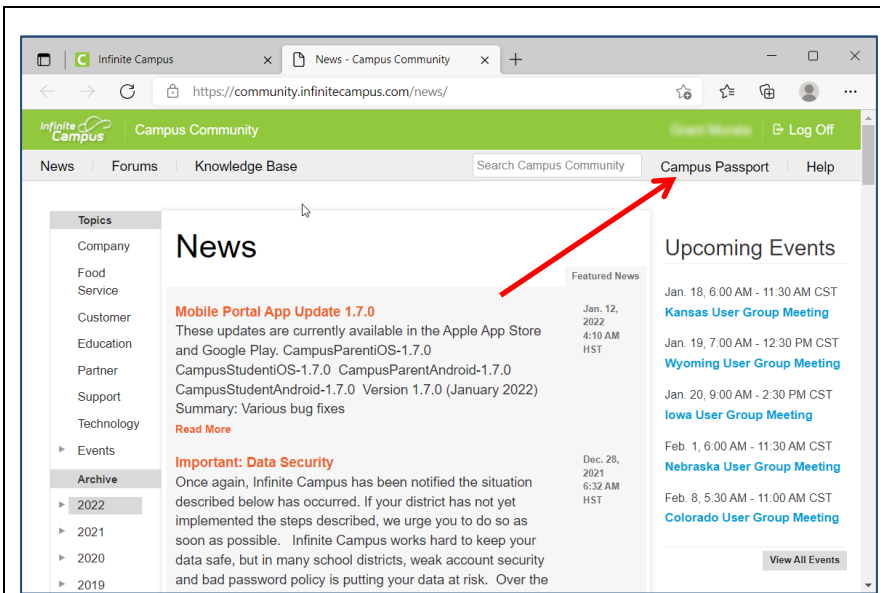
13. Use the first part of your KS email as the username (do not include @ksbe.edu)
14. Your pwd should be at least 6 characters, include two or more of uppercase, lower case, numbers, and symbols.
15. Make sure your name and email addresses are correct.
16. Click on the “Continue” button

17. Enter a description of your role/title
18. Select “Kamehameha Schools” for the district using the drop-down menu.
19. List the city for your primary location, State of Hawaii, and UTC-10 Hawaii no Daylight Savings. This affects the ‘submitted time’ for any submissions to the knowledge forums.
20. Click on the “Finish” button

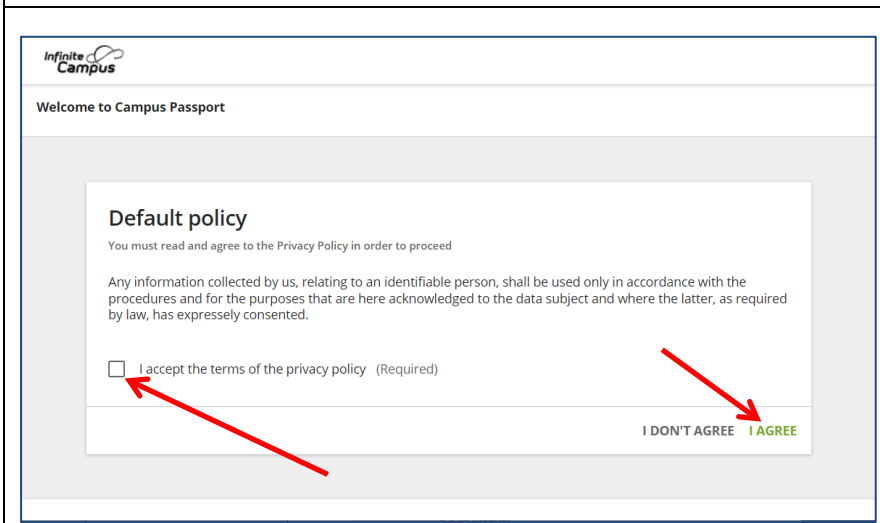
21. You have created your CampusID which will allow you to access Campus Passport for training and support.
22. To simplify log in, DO NOT click on ‘click here’. Follow the steps below.



23. Repeat steps 1-7 to get to the Community page (log in using the SSO)

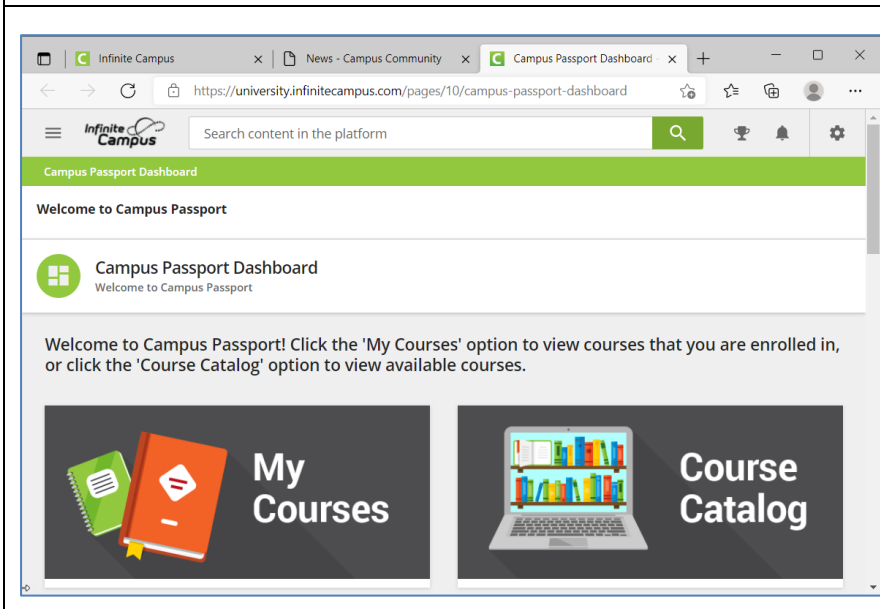


24. From the Campus Community page click on “Campus Passport”



25. Click to accept the terms of the privacy policy.

26. Click on the 'I Agree' to proceed to Campus Passport (you only have to accept this policy once per computer)



27. Ho’omaika’i! You’ve logged into Campus Passport.

Frequently Asked Questions:

Q1: What is SSO?

A1: Single-Sign On. For Infinite Campus we are using Kamehameha School's SSO (using your KS email account as your username). Please follow standard KS login procedures.

Q2: What browser should I use?

A2: Infinite Campus works on Chrome, Firefox, and the Edge Browsers. We do not recommend using Safari.

Q3: What happens if I didn't use my KS email for my username?

A3: Please contact support so that your account can be reset.

Contact for Support

Kapālama – ???

Maui – ???

Hawai'i – ???

NKK – ???