

User Guide for Enrollment

Section: Application Reviews

1. Log into Infinite Campus Application. Use the “Single Sign-on (SSO)” button to long into the application.

Single Sign-On (SSO)

or

Username
admin

Password

Log In

Logged off

Help

Version: Campus.2152.4
Kamehameha Schools - Live site

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www.infinitecampus.com

2. Once logged in you will see the Homepage.
 - a. Note: to confirm you are in the live site, the banner at the top of the page should be green.

Year 22-23 School Hawaii HS

Index Search

Search Campus Tools

Kelvin Beck


- ▶ Student Information
- ▶ Census
- ▶ Behavior
- ▶ Health
- ▶ Attendance
- ▶ Scheduling
- ▶ Fees
- ▶ Ad Hoc Reporting
- ▶ User Communication
- ▶ Assessment
- ▶ Messenger

Account Settings

Access Log

District Announcements

- [01/03/2022]

 Kamehameha Schools®


Welcome users to Kamehameha Schools Infinite Campus Student Information System!!!
[Kamehameha Schools Home Page](#)

Announcements - Coming Soon
Bulletins - Coming Soon

School Announcements

No school announcements at this time.

Process Alerts

<input type="checkbox"/>	 Process Name	Posted Date	Due Date
No Process Alerts items at this time.			

3. Once you have confirmed you are logged into Production (Live Site), you will need to review the applications
4. Applications will be in various stages. For new invitees search for the following statuses:
 - a. New – applications created for new invitees but have not yet been submitted for review
 - b. Submitted New – assigned when a parent submits an application and is ready for review
5. To find applications, go to Census > Online Registration > Staff Processing
 - a. Reference article: [Staff Processing](#)

Staff Processing

Online Registration Search
Search Results

Application Number

-- OR --

<p>Student Number</p> <input style="width: 90%; height: 20px;" type="text"/>	<p>Student First Name</p> <input style="width: 90%; height: 20px;" type="text"/>	<p>Student Last Name</p> <input style="width: 90%; height: 20px;" type="text"/>
<p>First Name</p> <input style="width: 90%; height: 20px;" type="text"/>	<p>Last Name</p> <input style="width: 90%; height: 20px;" type="text"/>	<p>Email Address</p> <input style="width: 90%; height: 20px; border: 1px solid #ccc;" type="text" value="user@example.com"/>
<p>Application Start</p> <input style="width: 90%; height: 20px;" type="text" value="month/day/year"/>	<p>Application End</p> <input style="width: 90%; height: 20px;" type="text" value="month/day/year"/>	<p>Configuration Group</p> <input style="width: 90%; height: 20px;" type="text" value="2022-2023"/>
<p>School</p> <input style="width: 90%; height: 20px;" type="text" value="All Schools"/>	<p>Application Status</p> <input style="width: 90%; height: 20px;" type="text" value="All"/>	<p>Application Type</p> <input style="width: 90%; height: 20px;" type="text" value="All"/>
<p>Address Status</p> <input style="width: 90%; height: 20px;" type="text"/>	<p>Max Applications Returned</p> <input style="width: 90%; height: 20px;" type="text" value="100"/>	<p>Exclude Posted Applications</p> <input checked="" type="checkbox"/>
<p>Only Applications with Health Conditions or Medications</p> <input type="checkbox"/>	<p>Include Unsubmitted Applications</p> <input checked="" type="checkbox"/>	<p>Use Enrolled School</p> <input checked="" type="checkbox"/>

6. To find the applications for your Campus/Program, make sure the following search criteria is selected:
 - a. School = your school or program
 - b. Application Status = All
 - c. Applications Type = All
 - d. Include Unsubmitted Applications = Checked
 - e. All other settings leave as defaulted selections
7. Next click the Search Applications button below

Staff Processing

Online Registration Search Search Results

Back to Search Refresh Search

Students

Last Name ↑	First Name	Middle Name	DOB	Enrollment Calendar	Application School	Grade	Type
No records available.							

Online Registration Applications

App #	Name	Status	Type	Date Submitted	Modified by	Date Last Processed	Comments
+ 7534	Murata, Shawn		New				
+ 7533	Young, Kelly		New				
+ 7532	Murata, Shawn		New				
+ 7531	Bento, Kahea	Submitted-Existing	Existing	03/17/2022 01:19:00 PM			
+ 7530	Reyes, Cy	Submitted-New Student	Existing	03/15/2022 07:21:00 AM			
+ 7529	Murata, Grant		Existing				
+ 7528	Lawi-an, Zyra-Mae		New	03/09/2022 09:39:00 AM			
+ 7527	Pantorilla, Zsalei		New				
+ 7526	Pantorilla, Zsalei		New				
+ 7525	Cadiraio, Zoyah		New				
+ 7524	Cadiraio, Zoyah		New				

Review Application Print Application Update Application Unsubmit Application Delete Application Post Batch Applications Resend Initial Email Login As Parent/Guardian

8. A list of all applications both Submitted and Unsubmitted will appear.
9. From the list, select the "Submitted-New Student" application and select "Review Application".
10. The selected application will pop-up into a new window. If you do not see the application, check to make sure your pop-up blocker is turned off.

*Indicates a required field



Application Review

Application

Configuration Group: 2022-2023

Household

Household phone number in application: (808)456-9988
 The Household record is linked to a Campus record. HouseholdID 8547 will be updated when the application is posted.

End Date all previous Household Locations records for this household

Home Address

Previous Home Address
 1835
 Aiea, HI 96701
 Previous Home Address End Date: 03/01/2022

New Home Address
 2950 Likini St
 Honolulu, HI 96818

The Home Address record is not linked to a Campus record. A new address record will be created when the application is posted.
 Notice: The address associated with this primary household has been changed.

Mailing Address

The Household has no separate Mailing Address.

Parents / Guardians

Name	Gender	Birth Date	Linked To PersonID
Dulay, Whitney	M	01/15/1965	A new person record will be created

A Campus Person record has a very similar First Name and Last Name as this record (Minimal Risk)

Emergency Contacts

Name	Gender	Birth Date	Linked To PersonID
Lee, Tracy	M		A new person record will be created
A Campus Person record has the same First Name and Last Name as this record (Moderate Risk)			
Lee, Vicky	F		A new person record will be created
A Campus Person record has a very similar First Name and Last Name as this record (Minimal Risk)			
Lee, Joe	M		A new person record will be created
A Campus Person record has a very similar First Name and Last Name as this record (Minimal Risk)			

Students

Name	Gender	Birth Date	Grade Level	Linked To PersonID
Dulay, Ikaika	M	03/07/2004	12	A new person record will be created

A Campus Person record has a very similar First Name and Last Name as this record (Minimal Risk)

Description of Review
■ - High risk of data duplication if record not linked
■ - Moderate risk of data duplication if record not linked
■ - Minimal risk of data duplication if record not linked
 - Indicates at least one medication or health condition was listed
 - Indicates a document was uploaded for the household, click to view.

11. Once the application opens for review, you are required to review the following areas for accuracy: *(Note: the key take away for all these sections is to ensure duplicate data is not entered into the system. This review is key because it will allow you to check to verify if any of*

the details submitted already exist in the system. If it is determined the information submitted via the Enrollment applications matches the information that already exists in the system, you can link the two records to prevent duplication.)


12. Pay close attention to the colored highlighted areas in each section as they will give you a clue as to the severity of the error or potential data conflict. (*Note: Medical Alerts and Health Conditions are NOT entered into Infinite Campus, so you will never see the health data alerts symbol below.*)


Description of Review

Red - High risk of data duplication if record not linked

Orange - Moderate risk of data duplication if record not linked

Blue - Minimal risk of data duplication if record not linked

 - Indicates at least one medication or health condition was listed

 - Indicates a document was uploaded for the household, click to view.

Print Application

Back

Next

13.

a. Household

- i. Confirm the household does not already exist in the system.
- ii. Confirm the primary household contact phone number is NOT connected to another existing household
- iii. If the household previously existed, you have the option to create a new house and end date the previous household if it is no longer valid by selecting “End Date all previous Household Locations records for this household”.


Household

Household phone number in application: (808)456-9988

The Household record is linked to a Campus record. HouseholdID 8547 will be updated when the application is posted.

End Date all previous Household Locations records for this household

Link Household 

Unlink Household 

b. Home Address

- i. Make sure that the address is correctly entered accurately using the formatted Postal address fields. See example. And correct as necessary. **1234 East Aloha Street: 1234** should be in the street number field; **E** should be entered first; **Aloha** should be entered into the Street Name Only field; and **St.** should be entered in the St., Av., Blvd., etc. field.
- ii. Confirm the address is not associated with another household or family in the system
- iii. In the screen capture below, the family has indicated they have moved, confirm the new address is not linked to another family. If the address is linked to an existing family, you will need to confirm if the two families live at the same location and households should be combined. If the households are combined,

use the “Link Address” button to connect the address to the exiting address in the Infinite Campus system.

Home Address 🏠

Previous Home Address

1835
Aiea, HI 96701

Previous Home Address End Date: 03/01/2022

New Home Address

2950 Likini St
Honolulu, HI 96818

The Home Address record is not linked to a Campus record. A new address record will be created when the application is posted.

Notice: The address associated with this primary household has been changed.

[Link Address](#) 🏠 [Unlink Address and Household](#) 🏠

c. Mailing Address

- i. If a family has submitted, they have a separate mailing address different from the address where they live physically, confirm the mailing address is NOT currently linked to another family.
- ii. As indicated above, if the mailing address is linked to another family, you will need to confirm that the family intends to share the same mailing address as another family. If this is true, you will need to confirm with both families.

Mailing Address

The Household has no separate Mailing Address.

d. Parents / Guardians

- i. You should go to this section first. Determine if the parent(s)/guardian(s) listed here are the verified legal parent(s)/guardian(s) by using the **CUSTODIAL INFORMATION REFERENCE TOOL**. The Tool will be made available via HVS to those staff with enrollment processing kuleana. If there is a discrepancy in the custodial information, the OLR should be returned. See step 18c.
- ii. Confirm the Parent/Guardian does NOT already exist as a “Person” in the Infinite Campus system already.
- iii. This is one of the more critical review areas. If this step is not completed, you potentially will duplicate a person that may already exist in the system.
- iv. Duplicates can introduce other downstream data integrity issue so proceed with this area carefully.
- v. If it appears the person already exists in the system, link them to the correct person record by clicking “Link Person”.
- vi. Use the warnings to your advantage as they will give you more confidence in your decision to link or not link a person record.
- vii. If you see a message “A Campus Person record has a very similar First Name and Last Name as this record (Minimal Risk)”, be sure to click “Link Person” and the system will do a quick search and display the name that is similar. After reviewing the name and you feel confident, they are NOT the same person, click “Cancel” to exit the search.

- viii. If you feel you may know a person of the same name that does not appear in the default search, you can type in the person’s name using the “Last Name” and “First Name” boxes and clicking “Search”.

Parents / Guardians									
Name	Gender	Birth Date	Linked To PersonID						
Dulay, Whitney	M	01/15/1965	A new person record will be created						
<input type="button" value="Link Person"/> <input type="button" value="Unlink Person"/>									
A Campus Person record has a very similar First Name and Last Name as this record (Minimal Risk)									
Select a Person to link to Dulay, Whitney									
Details	Last Name	First Name	Middle	DoB	Household	Address	Household Phone	PersonID	
<input type="checkbox"/>	Doyle	Waianuhea	kealaokaawapuhi	04/19/2004	1141924		(808)385-5327	4670	
<input type="button" value="Link"/>	<input type="button" value="Cancel"/>	<input type="text" value="Last Name"/>	<input type="text" value="First Name"/>	<input type="button" value="Search"/>					

- ix. Using the “paper” icon under the “Details” column on the right of the line shown the search results, you can click to open the “Person Summary Report” electronic PDF to see more details as a part of your review.
- x. If the person is NOT linked to an existing person record, when the Enrollment Application is approved, a new person record will be created.

1 / 1 | – 125% + |

Person Summary Report

Doyle, Waianuheakealaokaawapuhi (Nickname: Anuhea) Person ID: 4670

Gender: F Student Number: 1141924

Birth Date: 04/19/2004

Staff Number:

Person GUID: 2F27C5A7-3061-4339-895B-EB2B74753D2E

Contact Information:

Other Phone: Pager:

Work Phone: Email: wadoyle@imua.ksbe.edu

Cell Phone: (808)866-0819 Secondary Email:

Preferred Language:

Primary Household: 1141924

Household Phone: (808)385-5327

Address(es):

Non-Household Relationships

Doyle, Tanya	Mother	Cell: (808)385-6501 Other: (808)385-6501 Work: (808)664-3200 Email: ktwdoyle@gmail.com
Doyle, Keolawai	Father	Cell: (808)385-5327 Other: (808)385-5327 Email: kdpaintingllc@gmail.com Secondary Email: waianuheadoyle@gmail.com

Race/Ethnicity Information

State Race/Ethnicity:

Federal Race/Ethnicity Designation: No Data

Race(s):

Hispanic/Latino: No Data

Race/Ethnicity Determination:

Date Entered US:

Date Entered US School:

Person Comments: Contact Information Comments:

e. Emergency Contacts

- i. Same as above, confirm the Emergency Contacts and Authorized Pick-up contacts do not currently exist as persons in the Infinite Campus system.

- ii. Follow-up the same steps as above to search for potential duplicates
- iii. Emergency Contacts and Authorized Pick-up contacts may already be Parents in their own household and linked to their own students and information. They may also be KS employees that may already be person(s) in the system. If they already exist, then you will need to link them to the person records that already exist.
- iv. You can verify persons are the same by the following:
 - 1. Addressing information
 - 2. Date of birth (if provided)
- v. If the person is NOT linked to an existing person record, when the Enrollment Application is approved, a new person record will be created.

Emergency Contacts				
Name	Gender	Birth Date	Linked To PersonID	
Lee , Tracy	M		A new person record will be created	<input type="button" value="Link Person"/> <input type="button" value="Unlink Person"/>
A Campus Person record has the same First Name and Last Name as this record (Moderate Risk)				
Lee , Vicky	F		A new person record will be created	<input type="button" value="Link Person"/> <input type="button" value="Unlink Person"/>
A Campus Person record has a very similar First Name and Last Name as this record (Minimal Risk)				
Lee , Joe	M		A new person record will be created	<input type="button" value="Link Person"/> <input type="button" value="Unlink Person"/>
A Campus Person record has a very similar First Name and Last Name as this record (Minimal Risk)				

f. Students

- g. Confirm the student that is included in the application is NOT already a current student or a student that had previously attended KS in the past.
- h. As above, if the student already exists in the Infinite Campus system, you can link the person records to prevent duplication.
- i. If the person is NOT linked to an existing person record, when the Enrollment Application is approved, a new person record will be created.

Students				
Name	Gender	Birth Date	Grade Level	Linked To PersonID
Dulay , Ikaika	M	03/07/2004	12	A new person record will be created
A Campus Person record has a very similar First Name and Last Name as this record (Minimal Risk)				
				<input type="button" value="Link Student"/> <input type="button" value="Unlink Student"/>

14. The review screen will only display data relative to the 6 areas shown above. If you want to see additional data provided by the Parent in the application, click the "Print Application" button. The application will show in a new window as an electronic PDF document.

Online Enrollment Registration Summary

Page 1 / 2
7530

Modified By: **Submission Date: 03/15/2022**
Modified Date: **Online Enrollment Registration Number: #**
7530

Online Enrollment Registration Year: 2023 **Online Enrollment Registration Created By: cy**
reyes

Household	Emergency Contact																		
<p>Primary Household Phone Home Phone: (808)456-9988</p> <p>Home Address From Portal 1835 Aiea, HI 96701 End Date: 03/01/2022 New Home Address 2950 Likini St Honolulu, HI 96818 Household has no separate Mailing Address.</p> <p style="text-align: center;">Parent/Legal Guardian</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Dulay , Whitney</td> <td style="text-align: right;">Gender: M</td> </tr> <tr> <td>Birthdate: 01/15/1965</td> <td style="text-align: right;">Household: Yes</td> </tr> </table> <p>Title: Mr. Preferred Name: Preferred Gender: Preferred Pronouns: Marital Status starting literal: Divorced</p> <p>Demographics Continued Birth Parents Marital Status: Divorced Employment Status: Yes Employer: Occupation: Work Hours: Work Address: Work City: Work State: HAWAII Work Zip Code:</p>	Dulay , Whitney	Gender: M	Birthdate: 01/15/1965	Household: Yes	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lee , Tracy</td> <td style="text-align: right;">Gender: M</td> </tr> <tr> <td>Birthdate:</td> <td style="text-align: right;">Household: No</td> </tr> </table> <p>Contact Information Mobile: (808)728-9966 Home: Work: Email:</p> <p>Verification Information Address Line 1: Address Line 2:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Emergency Contact</td> </tr> <tr> <td>Lee , Vicky</td> <td style="text-align: right;">Gender: F</td> </tr> <tr> <td>Birthdate:</td> <td style="text-align: right;">Household: No</td> </tr> </table> <p>Emergency Contact Preferred Gender starting literal:</p> <p>Contact Information Mobile: (808)236-6564 Home: Work: Email:</p> <p>Verification Information Address Line 1: Address Line 2:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Emergency Contact</td> </tr> <tr> <td>Lee , Joe</td> <td style="text-align: right;">Gender: M</td> </tr> <tr> <td>Birthdate:</td> <td style="text-align: right;">Household: No</td> </tr> </table> <p>Emergency Contact Preferred Gender starting literal:</p> <p>Contact Information Mobile: (808)356-3231 Home: ...</p>	Lee , Tracy	Gender: M	Birthdate:	Household: No	Emergency Contact	Lee , Vicky	Gender: F	Birthdate:	Household: No	Emergency Contact	Lee , Joe	Gender: M	Birthdate:	Household: No
Dulay , Whitney	Gender: M																		
Birthdate: 01/15/1965	Household: Yes																		
Lee , Tracy	Gender: M																		
Birthdate:	Household: No																		
Emergency Contact																			
Lee , Vicky	Gender: F																		
Birthdate:	Household: No																		
Emergency Contact																			
Lee , Joe	Gender: M																		
Birthdate:	Household: No																		


15. After all areas have been reviewed, you will make a decision to “Approve” the application, or determine if more information is required.
16. When you are ready to move to the decision stage of the Enrollment Application review, click the “Next” button located at the bottom left of the screen.


Description of Review

Red - High risk of data duplication if record not linked

Orange - Moderate risk of data duplication if record not linked

Blue - Minimal risk of data duplication if record not linked

 - Indicates at least one medication or health condition was listed

 - Indicates a document was uploaded for the household, click to view.

[Print Application](#)

[Back](#) [Next](#)

17. Clicking “Next” will take you to the Staff Approval page.

* Indicates a required field



Current Application Status: Submitted-New Student

New Application Status: Submitted-New Student

Comments:

Email Comments:

Email comments are visible to parents in emails if configured.

18. Here you will have the options to:

a. Approve New Invitee

- i. Use to approve the Enrollment Application for New Invitees
- ii. Using this status will:
 1. Complete the application review
 2. Create new or update existing person records in the Infinite system
 3. Create new or update existing addresses in the system
 4. Create new or update existing households in the system

b. Approve Returning Student

- i. Use to approve the Enrollment Application for Returning Students
- ii. Using this status will:
 1. Complete the application review
 2. Create new or update existing person records in the Infinite system
 3. Create new or update existing addresses in the system
 4. Create new or update existing households in the system

c. Return to Parent

- i. Use to return the application to Parents to request more information
- ii. Examples:
 1. Custodial information not submitted by a legal guardian
 2. Email addresses provided are the same for more than one guardian
 3. More information needed to confirm household changes (e.g. divorce, members n longer live in household, two households combining, etc.)

d. Hold

- i. Use to indicate that an application is on Hold
- ii. Hold reasons may include:
 1. Waiting for information to be provided by Parent

e. Denied

- i. KS will NOT use this status

f. Auto-Approve Returning

- i. Used to Auto-Approved applications for returning students

- ii. Auto-Approve will be accepted for the following:
 - 1. Families that have no Census (SDI) changes (e.g. address, household members, Emergency Contacts, etc.)

g. Declined

- i. KS will NOT use this status

h. Abandoned

- i. KS will NOT use this status

19. You will also have the option to add:

a. Comments

- i. Comments in this field on display internally.
- ii. Use for internal notes such as:
 - 1. To communicate you are the one processing the application and is currently waiting for information to be provided by the Parent

b. Email Comments

- i. Comments in this field will display in the email sent back to the Parents
- ii. Will most likely be used in conjunction with the status code "Return to Parent".
- iii. Use for messages to parents for the following:
 - 1. If determined the information was submitted by a non-custodial guardian, request the contact forward the OLR email link to the official legal guardian on the birth certificate
 - 2. Ask questions or confirmations

20. Helpful Options

- a. OLR Dashboard
- b.