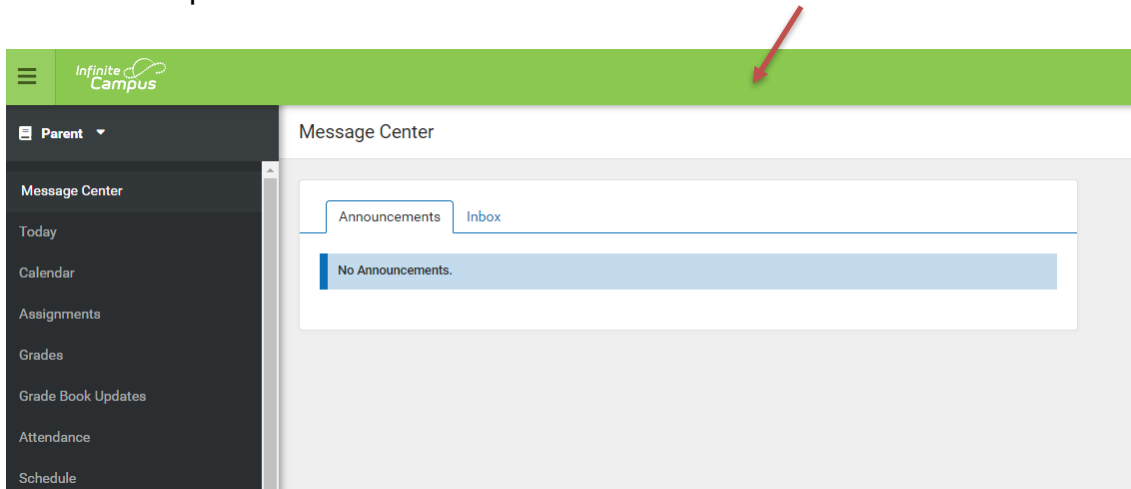


Quick Start Guide to Annual Update of Student Information and Online Registration

If you have a CURRENTLY ENROLLED student in Barren County Schools, the student information annual update is now open and will need to be completed through the Infinite Campus Parent Portal. If you do not have an Infinite Campus Parent Portal, please email ichelp@barren.kyschools.us and we will help you get your parent portal set up. Please use this link to access the Infinite Campus Parent Portal.

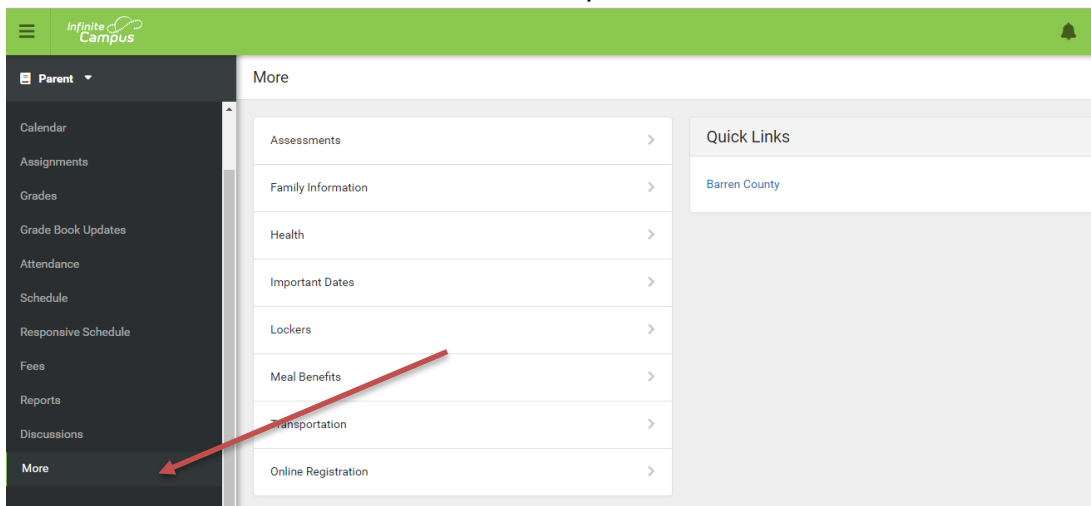
Please note that parents of currently enrolled students may also add new students during the annual update process.

1. Log in to the Parent Portal. Once logged in to the Parent Portal you should see a green box (bar) across the top of the window. See Picture 1 below.



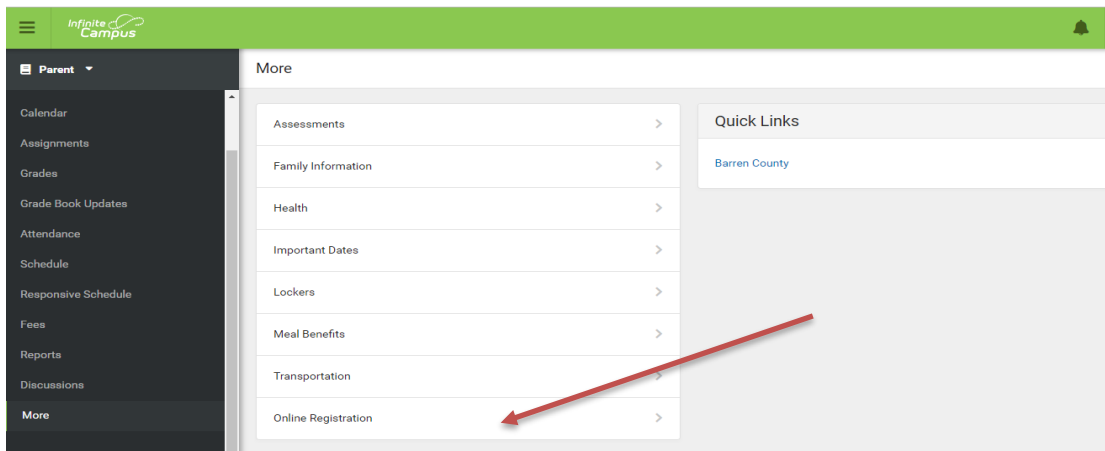
Picture 1 - Infinite Campus Parent Portal Layout

2. Click on the More button in the list of options on the left side of the screen.



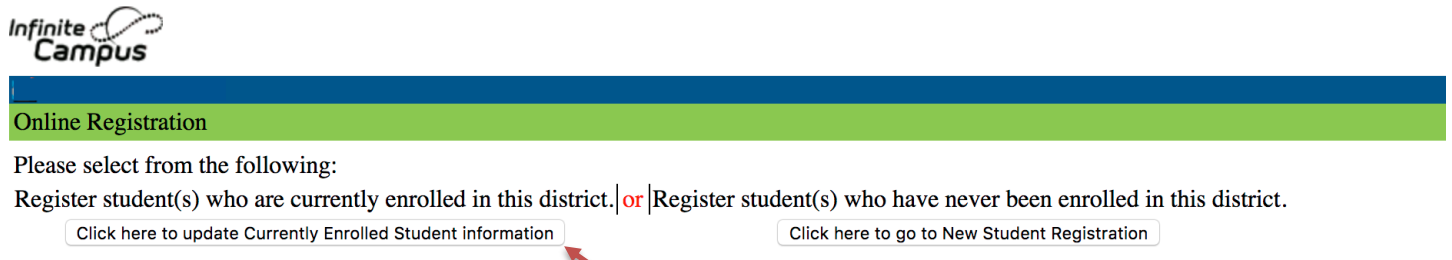
Picture 2

3. Click on the Online Registration button in the center of the page.



Picture 3

4. To access the annual update of information process for currently enrolled Barren County Schools students, click the button on the left for “update currently enrolled student information”. Parents may add additional household members and students during this annual update process. The window to make changes during this annual update is scheduled to close on August 6, 2019. After the annual update window closes, guardians may register new students by clicking on the “new student registration” button on the right side of the screen.



Picture 4

If you have additional questions, please contact the school secretary or email ichelp@barren.kyschools.us with your question.