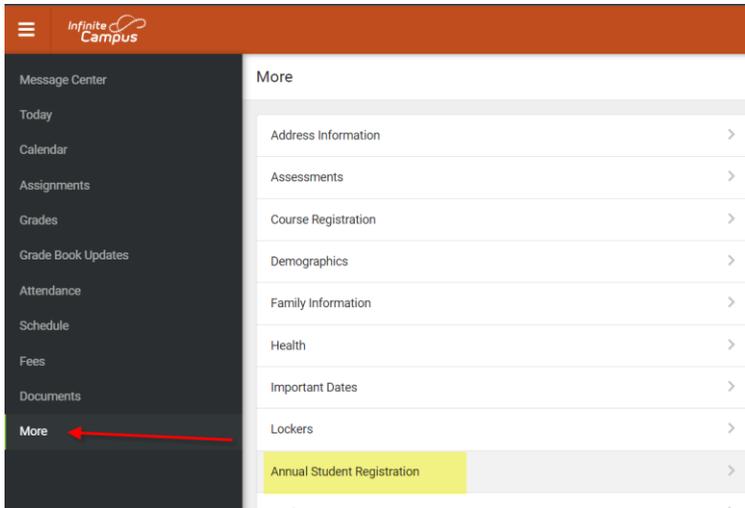


## Annual Student Registration Via Parent Portal

The Annual Student Registration Link for the 2022/2023 school year is available on Parent Portal from March to August. A parent/guardian in the student's primary household must review (and update as needed) the student's household information, emergency contacts, and health information. The parent/guardian will also review and sign permission forms for the 2022/2023 school year.

Log in to your Campus Parent Portal account at the **website** address listed below.

<https://thompsonco.infinitecampus.org/campus/portal/thompson.jsp>



**Click on “More” located on the bottom left side of the Portal Home Page and then click on the Annual Student Registration Link as shown to the right.**

**Click on Begin Registration.**

School Year \*

←

The application will open in a new window. Be sure to allow pop-ups on the browser before you begin, instructions on page 2. Follow the prompts to view and update information as needed. For address changes, your school may require proof of residency. To add a new student, click on “Add New Student” from the Student Tab.

When you have completed the application, press save/continue and click the **Submit** button and press Confirm. You will receive an email confirming that your application has been submitted.

If you need assistance with your Portal account, email [portal@TSD.org](mailto:portal@TSD.org)

## Troubleshooting Tips for completing the application:

If the application does not open when you click on the Annual Student Registration Link, disable the web browser pop-up blocker. Refer to page 2 for pop-up blocker browser settings.

If you close the application before completing it, you can return to the application following the same steps.

If you don't see the link...

- Be sure you're logged in to your Parent Portal account, not the student's account.
- If the student is in two parent households, the link will appear on the Portal of the guardian of the primary household as set up in the student database. Secondary household parent/guardian can update their household data on Portal under the Family Members and Household links.
- If you still do not see a link and you are the guardian in the primary household as set up in our system, contact your student's school to verify household data.

If you need support with the online registration application, call the Central Registration Office at 970.613.6877 or email [onlineregistration@TSD.org](mailto:onlineregistration@TSD.org).

## POP-UP BLOCKER BROWSER SETTINGS FOR COMMONLY USED BROWSERS:

### Chrome

1. Click on the three vertical dots at the top right of screen
2. Choose Settings
3. Under Privacy and Security, click Site Settings
4. Scroll down to Pop-ups and redirects, and slide the bar to the ON position, or leave the blocked and add [thompsonco.infinitecampus.org](http://thompsonco.infinitecampus.org) to the address field to allow this site only.

### Firefox

1. Click the three horizontal lines at the top right of screen
2. Choose Options
3. Click on Privacy & Security
4. Scroll down to Permissions
5. Uncheck Block Pop-up Windows, click OK, **OR** leave the check mark, choose Exceptions and add [thompsonco.infinitecampus.org](http://thompsonco.infinitecampus.org) to the address field to allow this site only

### Microsoft Edge

1. Click on the three horizontal dots at top right of screen
2. Click on Settings
3. Select Cookies and site permissions
4. Scroll down to Pop-ups and redirects
5. Slide the bar to the ON position, or leave the blocked and add [thompsonco.infinitecampus.org](http://thompsonco.infinitecampus.org) to the address field to allow this site only.

### Safari 1

1. Click on Safari Menu at the top left side of the screen
2. Click on Preferences
3. Click on the Security Tab
4. Uncheck Block pop-up windows
5. Click on the Website tab
6. Currently Open Websites click allow for Infinite Campus
7. Close Browser after applying these settings.

