

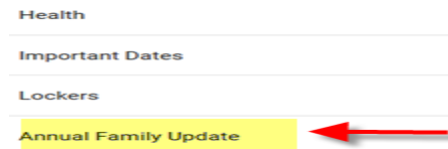
The Annual Family Update Link for the 2020/2021 school year is available on Parent Portal from January to August. A parent/guardian in the student's primary household must review (and update as needed) the student's household information, emergency contacts, and health information. Parent/guardian will also review and sign permission forms for the 20-21 school year.

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

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

- (If you need assistance with your Portal account, email portal@thompsonschoools.org)

- 2) Click on “**More**” located on the bottom left side of the Portal Home Page and then click on the **Annual Family Update Link** as shown to the right.



- 3) Click on Begin Registration.

School Year Starting School August 2020

Begin Registration

The application will open in another window. Be sure to allow pop-ups on the browser. 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 Student” from the Student Tab.

- 4) When you have completed the application, click the red **Submit** button. You'll receive an email confirming that your application has been submitted.

Troubleshooting Tips for completing the application:

If the application does not open when you click on the Annual Family Update Link, **disable the web browser pop-up blocker. (See page 2 for pop-up blocker browser settings).**

If you close the application before completing it, you can return to the application following these 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@thompsonschoools.org.

POP-UP BLOCKER BROWSER SETTINGS FOR COMMONLY USED BROWSERS:

Internet Explorer

1. Click the small gear symbol at very top right of screen
2. Choose Internet Options
3. Choose Privacy tab at top
4. Uncheck Turn on Pop-up Blocker, select OK, **OR** leave the check mark, choose Settings and add campus.thompsonschoools.org to the address field to allow this site only.
5. Click Apply

Microsoft Edge

1. Click on the three horizontal dots at top right of screen
2. Click on Settings
3. Scroll down to Advanced settings and click on View advanced settings
4. For Block pop-up, slide bar to Off

Chrome

1. Click on the three vertical dots at the top right of screen
2. Choose Settings
3. Scroll down to Advanced and click on drop down triangle
4. Under Privacy and Security, click Site Settings
5. Scroll down to Pop-ups, and choose to allow them, click Done, **OR** leave the check mark, choose Manage Exceptions and add campus.thompsonschoools.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 campus.thompsonschoools.org to the address field to allow this site only

Safari

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

Close Browser after applying these settings.