



# Norwood School District

1225 W. Summit Ave. | PO Box 448 | Norwood, CO 81423 | 970-327-4336

---

July 31, 2020

Dear Parents,

Online registration for the 2020-21 school year is now open. The attached document gives instructions on how to access online registration through your Campus Parent portal. **Online registration is for returning students only.** You should complete online registration even if you plan on utilizing the NPS Online Program.

New students need to contact the office at 970-327-4336 ex 100 or email Diane at [diane.muniz@norwoodk12.org](mailto:diane.muniz@norwoodk12.org) for a hard copy registration packet.

Parents of returning students who do not yet have a Campus Parent account should email me at [ken.lawrence@norwoodk12.org](mailto:ken.lawrence@norwoodk12.org) and I will send you your unique activation key. You will need this activation code to set up your Campus Parent account per the attached instructions.

Once you have set up your Campus Parent account you can also take advantage of the Infinite Campus app. Infinite Campus has an app that you can install on your phone or tablet for accessing your Campus Parent account. Just search for Campus Parent by Infinite Campus in your app store. Before you install the app please be sure to set up your Campus Parent account via a computer browser first.

Let me know if you have any questions or issues with online registration or your Campus Parent account.

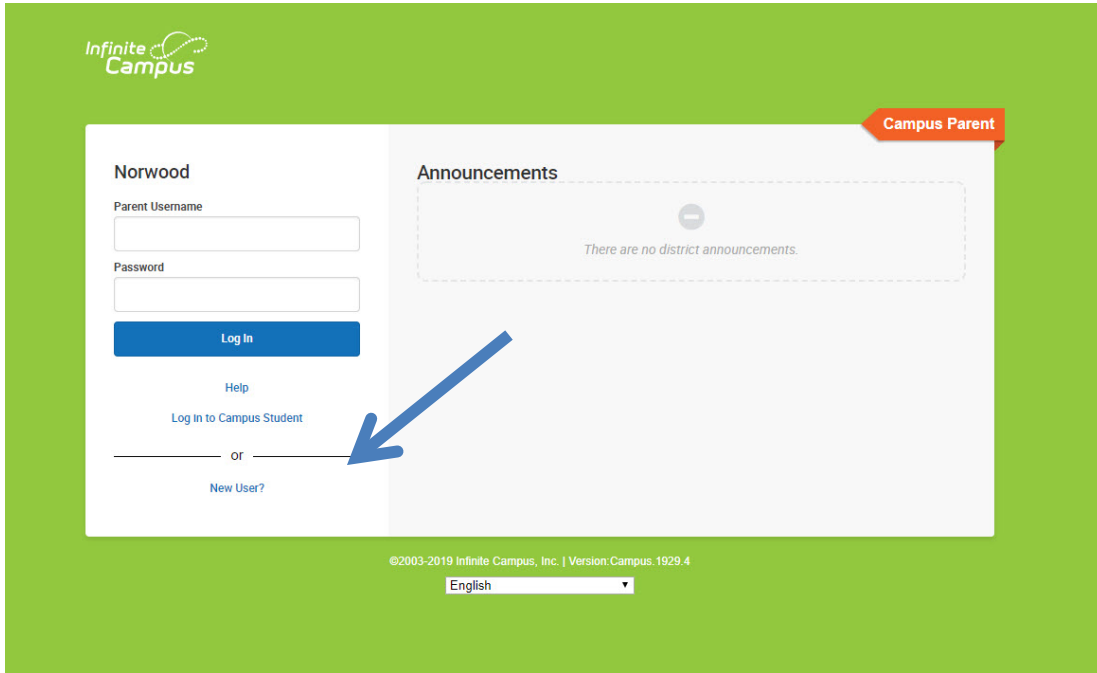
Sincerely,

Ken Lawrence  
Superintendent / Director of Technology

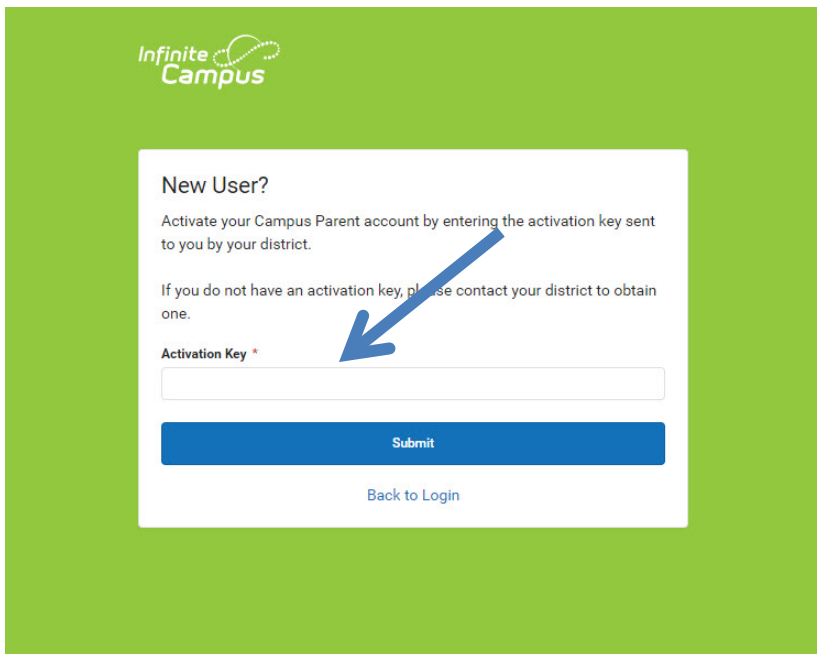
# Setting up your Parent Portal Account

Use the information from the email you received and the following instructions to set up your parent portal account.

1. Using your web browser go to <https://cocloud1.infinitecampus.org/campus/portal/parents/norwood.jsp>
2. Click on the New User? Link .



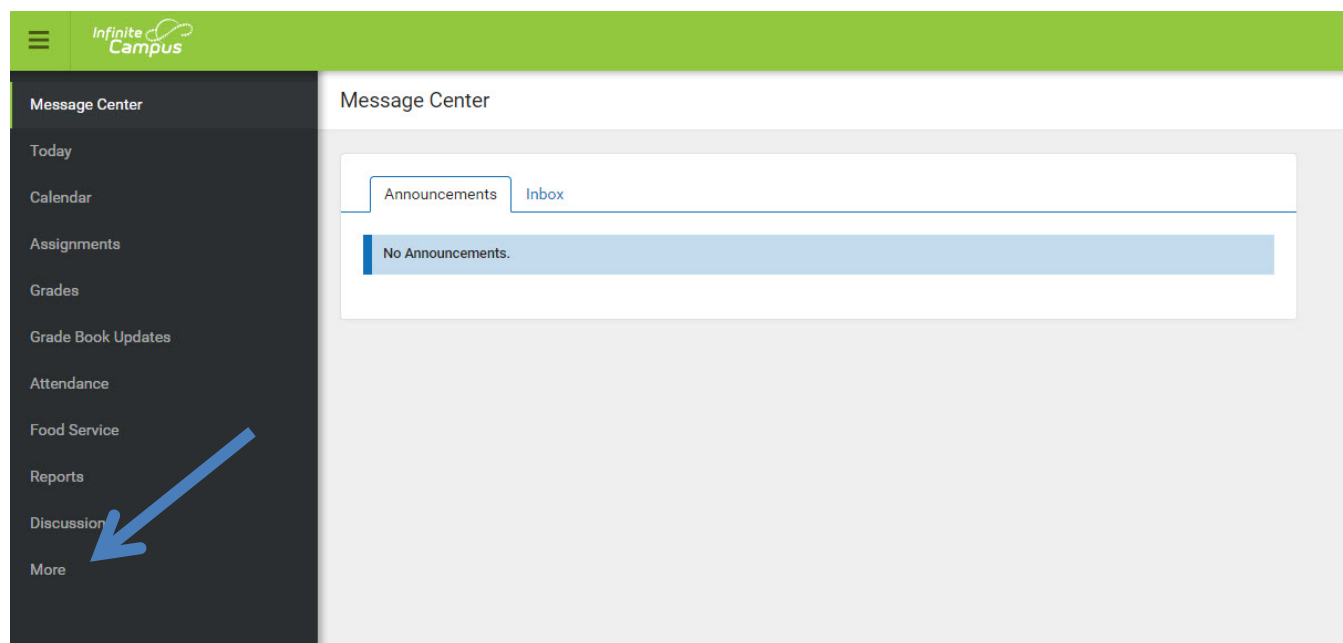
3. Enter the Activation Key from your email into the Activation Key box.



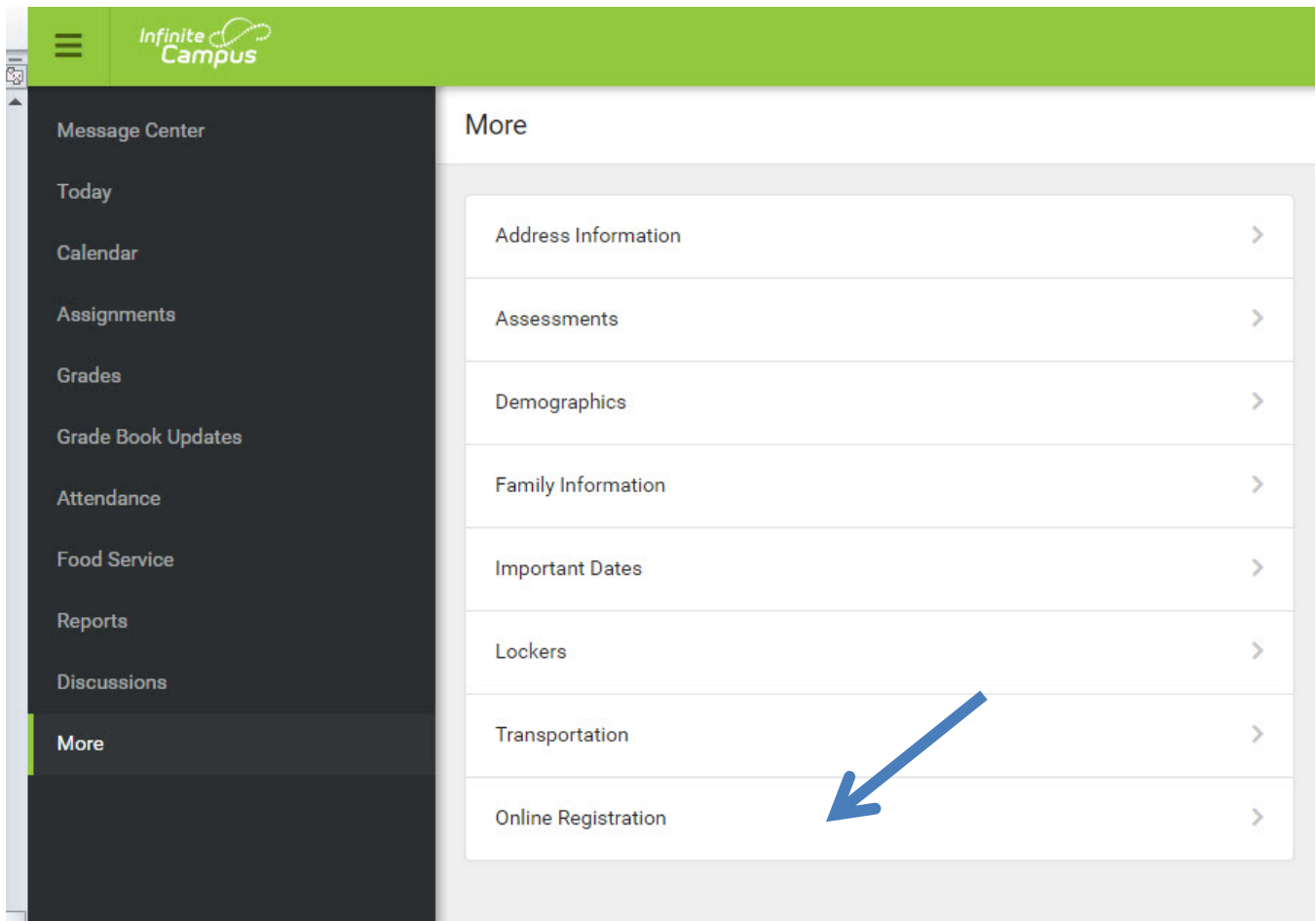
- 3 The Activation Key will be verified, and when approved, a screen will prompt the user to create a username and password.
4. Once you have created your Parent Portal account login to your account to begin the online registration process.

## Online Registration

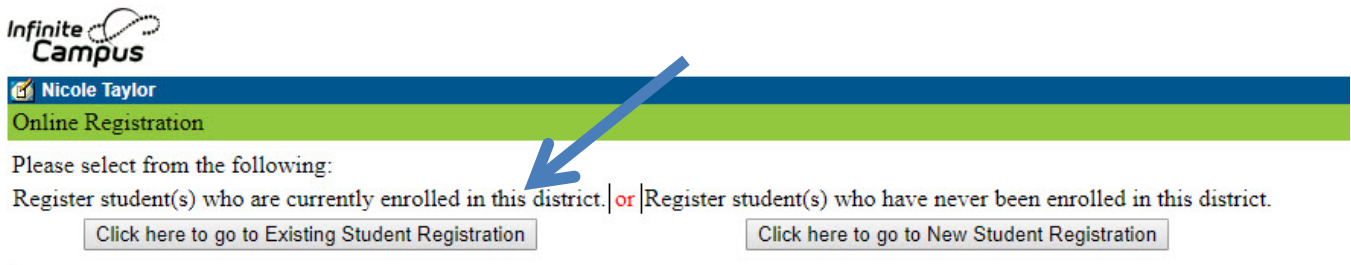
Once you have logged in to your Parent Portal account you will see the following screen. To begin registration click on More at the bottom of the left hand menu.



After you click on the More option the following screen will appear:  
Click on the Online Registration option



You will then see the following screen. Click on the button that says, “Click here to go to Existing Student Registration.”



Follow the on screen instructions to complete your online registration. If you have any questions please call Ken Lawrence at 970-327-4336 ex. 211 or email [ken.lawrence@norwoodk12.org](mailto:ken.lawrence@norwoodk12.org).