

# Extended Parent Portal and Fee Instructions

## Infinite Campus Extended Portal Instructions

1. Go to the Extended Parent Portal: <https://rp1.asd20.org/apxd2/f?p=ep:login>

**ACADEMY DISTRICT 20**  
The Peak of Excellence

*Extended Parent Portal*

- Sign Student Agreements Electronically
- View/Update Student Information (Transportation, Immunizations and Physician/Emergency Contacts)
- View/Update Household Information (Parent Contact Information)

Login using your Infinite Campus parent portal username:  
**[FirstName.LastName]\_p@asd20.org**

If you're having trouble logging in, please go to  
D20 Infinite Campus Parent Portal Password Self-Service  
to reset or change your password.

The Parent Portal Password Self-Service application can also be accessed from the  
Academy District 20 web site  
(Logins > Families tab > Password Reset).

Parent Portal Username  
(FirstName.LastName\_p@asd20.org)

Password

Enter Username and password  
(same as IC parent portal login)

2. Select your child from the list of names. (Note: if you have more than one child, once you complete the steps below you will need to return to this screen and select the next child and complete the steps again.)

Household

Click A Name

?

3. Review the parent/student handbook and click "Submit."

**Parent/Student Handbook Agreement**

*You must download, review and acknowledge that you have read and understand your student's new Parent/Student Handbook before access to other portal information is granted.*

Submit

Please review the Parent/Student Handbook(s) below by clicking on the document link (*Click to Download*).

After reading the complete document, click on the 'Submit' button to indicate that you have read and understand the handbook contents. The agreement is binding, so please be sure that you understand the handbook.  
If you have any questions, click the question mark in the top-right corner of this page to submit a help desk ticket.

Document Link	Document/Agreement Title	Description	Agree
Click To Download	TCA Secondary School (HS) Student/Parent Handbook 2019-20	Please review the 2019-20 TCA Secondary School Student/Parent Handbook. You agree that you have read and are aware of expectations, and you agree to the terms and conditions of the handbook.	Agrees that I have read and understand the handbook contents. <input type="text" value="YES"/> Submit

Agree and click "Submit"

4. Work through each tab listed below for each of your children. Check to make sure all information is current for each of your children.

Registration Emergency Contacts Physician Health Agreements Vehicles Bus Riding Student Passwords Athletics

Your parent/student handbook acceptance was successfully saved.

**School Registration**

Use this checklist to complete your child's registration. You can click the tabs at the top of the page, or click the name of the registration section to complete the steps. Most simply require you to review the page and make sure that the information is correct. The Health and Documents pages though require different forms of electronic signature as explained on those pages. When you are all finished, make sure you visit the Fees website (click the Fees link below) to process payments and print off your receipt.

**Student Password Management**

Complete	Registration Section
<input type="checkbox"/>	Student Password Reset (Optional)

**Physician and Health Information**

Complete	Registration Section
<input type="checkbox"/>	Submit Health Conditions Agreement
<input checked="" type="checkbox"/>	Review Health Conditions
<input checked="" type="checkbox"/>	Review Immunizations
<input checked="" type="checkbox"/>	Physician Contact Information

Documents and Agreements

As you work through the tabs across the top, the boxes will automatically check that you have completed the section.

5. When all boxes are checked for each of your children, then you're all done with portal registration.

Documents and Agreements	
Complete	Registration Section
<input type="checkbox"/>	Publish Student Directory Information
<input type="checkbox"/>	Publish Work
<input type="checkbox"/>	Publish to 20TV
<input type="checkbox"/>	Publish Photo in Student Yearbook
<input type="checkbox"/>	Student Network Access
<input type="checkbox"/>	Technology Guidelines and Responsible Use Agreement
<input type="checkbox"/>	Military Recruiting
<input checked="" type="checkbox"/>	TCA Secondary School (HS) Student/Parent Handbook 2019-20

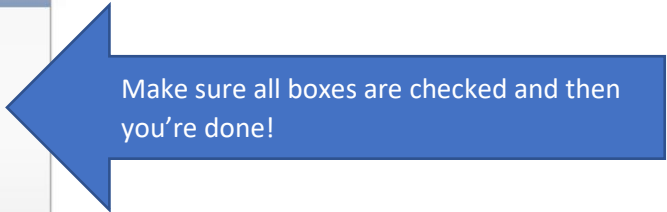
Transportation Information	
Complete	Registration Section
<input checked="" type="checkbox"/>	Transportation

Athletics Registration (If Appropriate)	
Complete	Registration Section
<input type="checkbox"/>	Athletics Registration


  

Fee Information	
Complete	Registration Section
<input type="checkbox"/>	Fees (link only - does not get checked off)

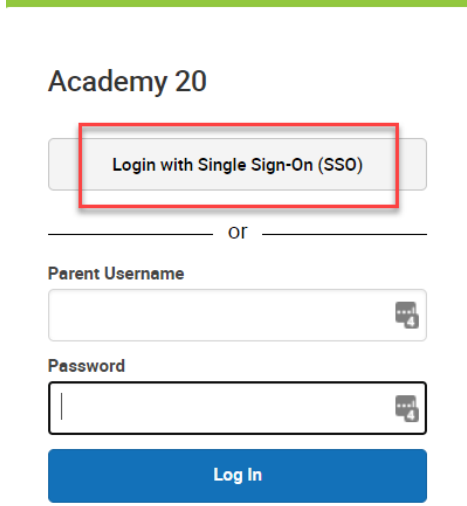


## Infinite Campus Fee Instructions

1. Go to the IC Parent Portal Login Site: <https://academy20co.infinitecampus.org/campus/portal/academy20.jsp>



2. Select the "Login with Single Sign-On" (SSO) option. (If you try to fill in the username and password on this page it will NOT log in)



Academy 20

Login with Single Sign-On (SSO)

or

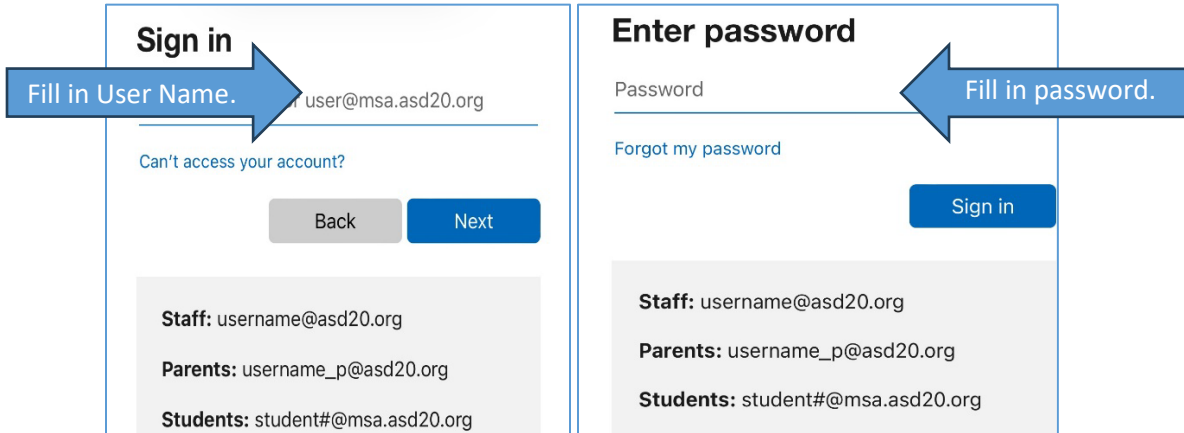
Parent Username

Password

Log In

Click on Single-Sign on (DO NOT enter user/password info yet.)

3. Enter the appropriate login information. ([username\\_p@asd20.org](mailto:username_p@asd20.org)).



**Sign in**

Fill in User Name.

Can't access your account?

Back Next

Staff: username@asd20.org  
Parents: username\_p@asd20.org  
Students: student#@msa.asd20.org

**Enter password**

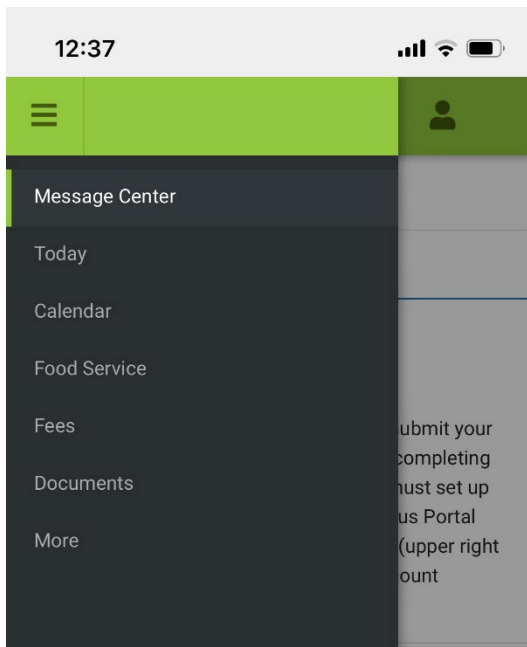
Fill in password.

Forgot my password

Sign in

Staff: username@asd20.org  
Parents: username\_p@asd20.org  
Students: student#@msa.asd20.org

4. Select the fee tab on the left side menu.



12:37

Message Center

Today

Calendar

Food Service

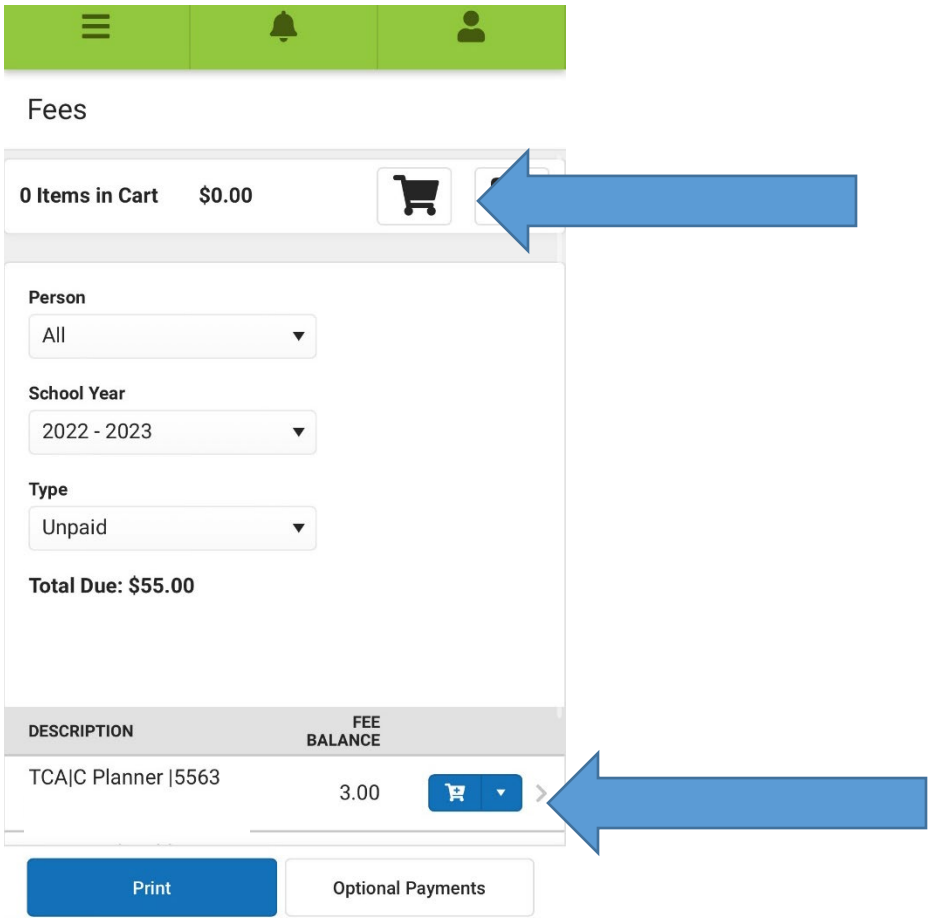
Fees

Documents

More

submit your  
completing  
must set up  
us Portal  
(upper right  
ount

5. Select the cart next to each fee to add it to your payment cart. After you've added all fees, follow the instructions in the cart to complete payment (add payment method, email for receipt, etc.) After all information is entered, select "submit payment" to complete your transaction. Click here for [Additional Fee Information](#).



The screenshot shows a user interface for managing fees. At the top, there is a green navigation bar with icons for a menu, a notification bell, and a user profile. Below this, the word "Fees" is displayed. A summary bar shows "0 Items in Cart" and "\$0.00" with a shopping cart icon. A blue arrow points to this cart icon. Below the summary bar, there are three dropdown menus: "Person" (set to "All"), "School Year" (set to "2022 - 2023"), and "Type" (set to "Unpaid"). Below these is the text "Total Due: \$55.00". A table with two columns, "DESCRIPTION" and "FEE BALANCE", is shown. The first row contains "TCA|C Planner |5563" and "3.00". To the right of the "3.00" value is a blue shopping cart icon with a dropdown arrow. A blue arrow points to this icon. Below the table, there are two buttons: a blue "Print" button and a white "Optional Payments" button.

DESCRIPTION	FEE BALANCE
TCA C Planner  5563	3.00

Thank you for completing your information process! If all the boxes are checked for each student in the extended portal and all fees are paid for each student in IC, then you are ready to go. Assigned teacher's names will be sent out on the listed date.