Portal Log In Instructions

STEP 1  To create an account, click HELP on the Campus Portal login page. (If you already have an account, you can just log in with your Username and Password).

https://campus.ops.org/campus/portal/ops.jsp

STEP 2  First time using Campus Portal? Click here.

STEP 3  Enter your Activation Key. (Do not add spaces or dashes. If you have a 0 in your key code, it is a number; it is not a letter.)

Click Submit.
STEP 4 Enter your User Name and Password.

Campus Portal account creation successful!
Welcome Albert Einstein, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

Username: EinsteinA@gmail.com

Password: ********

Please enter a strong password

Enter a User Name
If the user name you entered already exists, you will be prompted to enter a different user name.

Enter a New Password and Verify the New Password.
The box to the right of the password fields indicates the strength of the new password. Red means weak, yellow means medium and green means strong. Users will not be allowed to save a red or yellow password.

When creating a password, consider the following:
- **Content** - Use a short two or three word sentence as your password.
- **Length** - Make your passwords long (8-10 characters is usually sufficient).
- **Combination** - Include letters, punctuation, symbols and numbers.
- **Uniqueness** - Do not use your username or words found in the dictionary.

Click Create Account

STEP 5 Return to Login page

Campus Portal account creation
Congratulations! You have successfully created your Campus Portal account. Click here to enter Campus Portal login page.

Click here to return to the Portal Login page.

STEP 6 Enter your new **User Name** and **Password**. Click on **Sign In**.

Username
Password

Enter your User Name and Password.
Click Sign In.

After 5 unsuccessful attempts to log in your account will be locked. Contact your child's school to unlock the account.
Portal Navigation Instructions

Campus Portal Header

The parent’s name will appear under the Campus Portal header. Choose from the Select a Student drop down list to display that student’s academic information.

The Sign Out is located on the right of the screen.

Use the index on the left to view student information.

| STUDENT | Calendar: The calendar link that appears under the student’s name displays assignments, activities, and attendance events for that student only. |
|         | Schedule: See next section for more information. |
|         | Attendance: See next section for more information. |
|         | Health: Immunization information is available here. |
|         | Fees: View fines and fees. This link will be limited to fines since there are no fees associated with any class. Click to see if your child has a balance due. |
|         | To Do List: View assignments and due dates for the individual student’s classes. (not available at all schools) |
|         | Reports: Available reports will vary by school: Student Schedule, Progress Reports, IEPs, Grade Reports, etc. |

| FAMILY | Messages: View District and School Notices. |
|        | Household Information Families can change their household phone numbers. |
|        | Calendar: The calendar link under the family shows information for all students. |
|        | To Do List: View assignments and due dates for all your students’ classes. (not available at all schools) |
More information on Grading can be found in the Portal Brochure for Grading.

ATTENDANCE

The Attendance link under the student’s name will show absences the student has received throughout the year. For more information about your child’s attendance, contact the attendance office at your child’s school.

Contact your child’s school for any further questions about Campus Portal.

Omaha Public Schools does not discriminate on the basis of race, color, national origin, religion, sex, marital status, sexual orientation, disability, age, genetic information, citizenship status, or economic status in its programs, activities and employment and provides equal access to the Boy Scouts and other designated youth groups. The following individual has been designated to address inquiries regarding the non-discrimination policies: Superintendent of Schools, 3215 Cuming Street, Omaha, NE 68131 (402-557-2001).