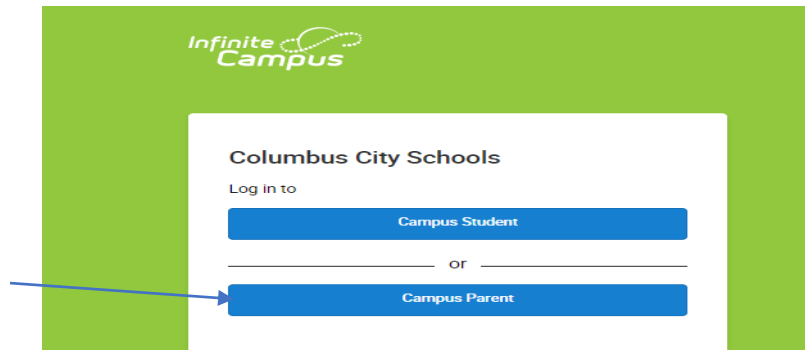
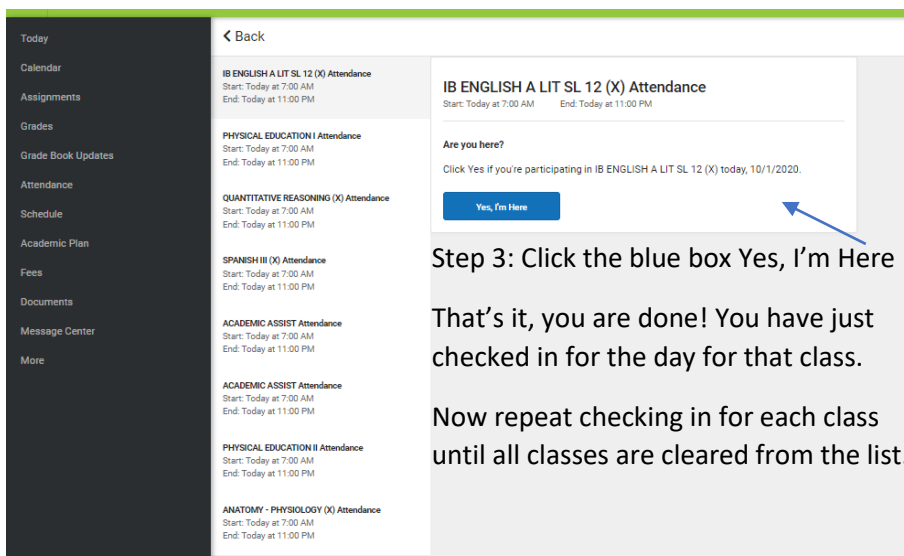
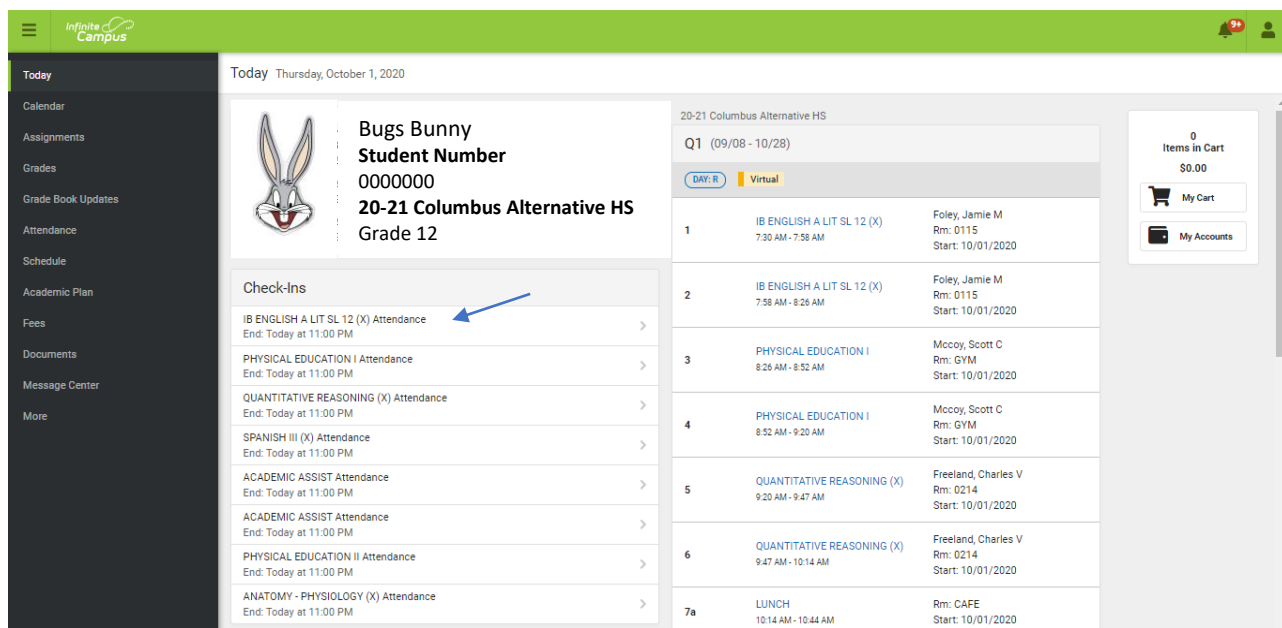


## Quick Tips for Successfully Checking In on Daily Attendance – Student Portal

1. Sign into the Infinite Campus Student Portal. From your web browser enter [www.ccsoph.us](http://www.ccsoph.us).  
Select Campus Student



2. Using your student number as the password and your birthday in the MM-DD-YYYY format.
3. From your home screen, under your picture, look for “Check Ins”. This column will have all classes available for you to check in.
4. Click on one of the available classes. A new screen will open.



Step 3: Click the blue box Yes, I'm Here

That's it, you are done! You have just checked in for the day for that class.

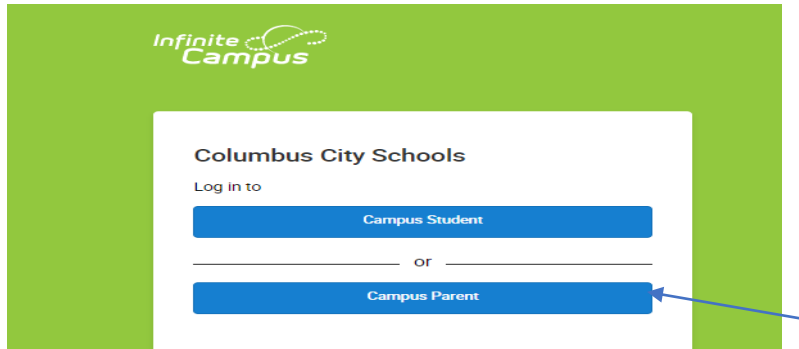
Now repeat checking in for each class until all classes are cleared from the list.

**REMEMBER:** Check Ins must be completed EVERYDAY. Including Wednesdays- Asynchronous Days. You can check in all at once or as you “move” to each class. The check-in window is open from 7:30 am to 11:00 pm each school day.

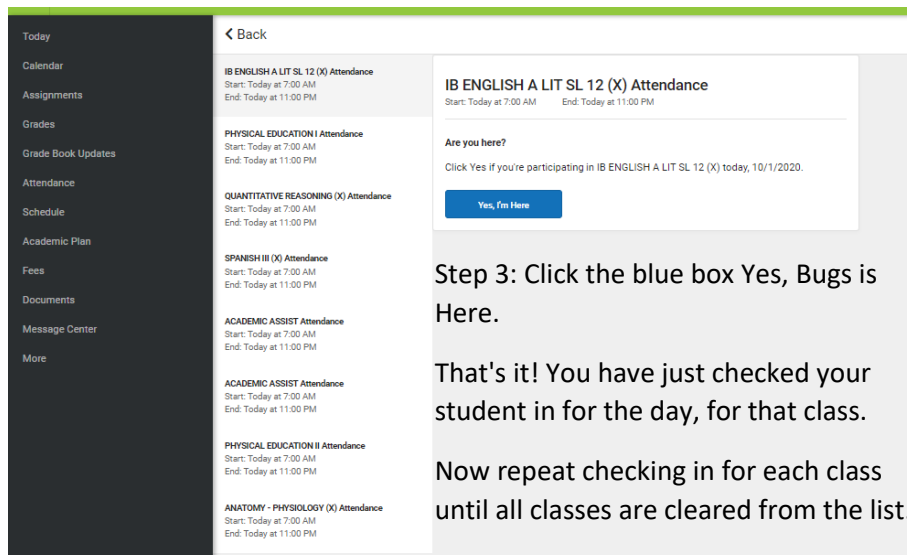
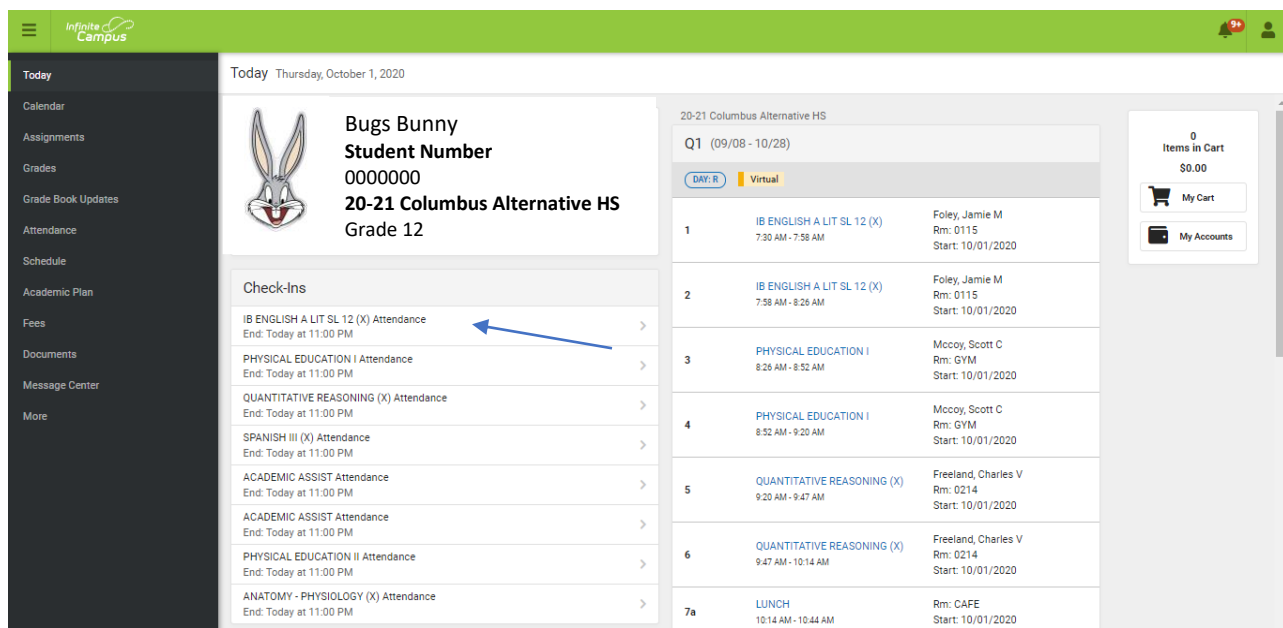
This is a quick overview. For more detailed instructions and to watch a video, please visit the CCS website under the Students/Families Section.

## Quick Tips for Successfully Checking In on Daily Attendance – Parent Portal

1. From your web browser enter [www.ccssoh.us](http://www.ccssoh.us). Sign into the Infinite Campus Parent Portal.



2. Enter your username and password. Contact your student's school to set up your Parent Portal as a first-time user.
3. From your home screen, under your picture, look for "Check Ins". This column will have all classes available for you to check in.
4. Click on one of the available classes. A new screen will open.



**REMEMBER:** Check Ins *must be completed EVERYDAY*. Including **Wednesdays-Asynchronous Days**. You can check in all at once or as your student "moves" to each class. The check-in window is open from 7:30 am to 11:00 pm each school day.

This is a quick overview. For more detailed instructions and to watch a video, please visit the CCS website under the Students/Families Section.