• Once you have been assigned an Infinite Campus Portal Activation Key, enter it in the box.

5. If you already have an account but forgot your username or password, please follow the directions below. If you already have an account and are ready to log in, please skip to step 6.

• If you already have an account but forgot your password click HELP and click “Forgot your password?”

Enter your username and the system will send you your password via email.
- If you already have an account but forgot your username, click “Forgot your username?”
  Enter your email address, click “Get username” and the system will email your username.
6. Once you have created your Campus Portal account, please sign in.

7. After you log in, your screen will look similar to this one. Click on "more" in the lefthand column.
8. Next, select “Meal Benefits” from the new menu on the left:

9. Next, select the blue link that reads “click here to start the application process”
10. In order to submit a legally-binding application to the district, an E-Signature PIN must be established. Please follow the directions below to establish your E-Signature PIN. If you already have an E-Signature PIN, please skip to step 12.

- The E-Signature PIN allows users to submit an electronic signature along with the application which is treated the same legally as a signature made on the paper application.
- If you do not already have a PIN, the system will automatically prompt you to follow the instructions below.
- To create an E-Signature PIN, click the YES button.
- **WARNING:** If you click NO, you will not be able to fill out a Meal Benefits Application online.

11. Enter the PIN, re-enter the PIN, enter your current Campus account Password and select the Submit button. Your PIN is now saved within Campus Portal. It is available for use with any documents or forms which require a PIN for signature or verification.

- Be sure that you remember your E-Signature PIN. You will need it to complete the online Meal Benefits Application.
The screen shot below is an example of the authorization tab where your PIN will be required.

12. Review letter if you'd like, when ready click “next”
13. Review letter if you’d like, when ready click “next”

14. Make sure your name and address is correct. If you have moved and need to update your address, please contact the enrollment office separately to make this change. You can continue and complete this application with your old address for the time being.
15. Select all the members in the household with a checkmark. Add an additional household member (non-ASU Prep student) if needed. When ready, select “next.”

16. On this step, if you say yes you will need to enter your 7 digit benefit case number that starts with 1B-prefix. If you say no, you will continue into the application where you’ll share income information to show eligibility.
17. On the “Children” tab, please only select the students that are enrolled in ASU Prep. Students who should NOT be selected are ASUP students who are not enrolled in the current school year during the current school year. Non-students should NOT be selected in this section. DO NOT select household members who are not currently enrolled as ASUP students. After you have identified student members, select “Next” to continue.

18. Answer the question about whether any of the students are foster children.
19. Select the answer that applies here:

20. Next to the person(s) in household who makes income, click on “add income” next to their name to enter this information.
21. Enter the pre-tax income info on this screen, rounded up to the next dollar, including frequency of payments. Make sure to select “save” when complete.

22. Mark every other household member who does not have income and then select “next.”
23. Review the information and ensure accuracy before clicking “next.”

24. Answer the questions how you prefer and select “accept.”
25. Select “Yes” on all of the questions to this page, even if they don’t seem relevant to you and your student. This ensures that you receive waived fees with the district. Enter the last four digits of your social, if you do not have one, select “I do not have a SSN.” Select “Accept.”

26. It is optional for you to enter your racial and ethnic identities if you’d like, then press “Accept:”
27. If you have a pin, enter it now. If you do not, select “Forgot your PIN.” This will direct you to this next screen (step 28).

28. If you do not already have one, create a 5-digit PIN that is made up of both letters and numbers. Type it in twice, then enter your IC Parent Portal password, select “Submit.”
29. With your new pin, enter it and click submit.

30. On the final screen, submit. Within a few seconds, you will receive a notification in your IC Parent Portal inbox, it will include your reference number. It will take 1-3 business days for your application to be processed. Please continue to check your IC Parent Portal inbox for the message about your application having been processed. Please save this letter, either by printing or saving it on your computer--this message will be erased after 30 days.