

## To Set Up Parent Account In Infinite Campus

Step 1: go to <https://www.infinitecampus.com/login>

Step 2: Follow the directions in the screenshot. (make sure to type Lee A. Tolbert)



Step 3: Choose the Parents & Students box.

Lee A. Tolbert Com. Academy  
Missouri

PARENTS & STUDENTS

STAFF

Step 4: Your next screen should look like this. Choose 'Campus Parent'.

Step 5: Create a username (1st initial, last name)

Example: **Merry Christmas**

the username will be.....mchristmas

Step 6: Choose a password (for your 1st time logging in, use the 1st 4 letters of the last name and date of birth).

Example: **Merry Christmas DOB is 09/09/1992**

The password will be.....chri090992



Step 7: After you login, you will be prompted to change our password.

If you have any questions or concerns, please contact the front office at:  
(816) 561-0114.

Thank You!