|  |  |
| --- | --- |
| **What is it?**  **Teachers will need student Network ID’s to access the Student Portal “MY BACKPACK to retrieve their email.** | **This Quick Sheet provides instructions on how to:**   * **Accessing student Network ID’s.** |



**Login**

Type the Infinite Campus URL: ic.apsk12.org

Once you are logged into Infinite Campus, Under **INDEX** you will see **CUSTOM REPORTS.**

IC CSK 2.tiff

You will click on the + sign next to **Custom Reports** to expand the window.

Next, click on **Custom Course Reports** and then choose **SEI Student Email Information.**

Select the teacher’s name to retrieve students

from that class. Click **View Report** on the left of the screen.

**IC CSK 3.tiffIC CSK 4.tiff**

IC csk7.tiff

When you click **View Report** you will see the student names, user

names **(Network ID)**, grade level, class period and other demographic information. Network ID’s consist of first initial, last

name, last four digits of the student number.