



## Quick Links

[Unable To Access Account](#)

[Activation Key Lookup](#)

[Create A New Account](#)

[Update Your Contact Information](#)

## Parent Portal Account Overview

[Parent Portal](#) allows you to register your child for school and update your contact information, as well as review your child's schedule, attendance and report card.

Parents and guardians can share one account or each have their own account.

## Access Parent Portal

[Parent Portal](#) is available to authorized parents and guardians of Richmond County School System students.

Unable to access your Parent Portal account?

1. Click **Forgot Password/Username**
2. Follow the instructions in the email you receive to update your username or password
  - If you didn't receive an email, contact the Data Clerk/Registrar at your child's school to access your account

## Look Up Your Activation Key

An Activation Key is required when creating a new [Parent Portal](#) account. If you have already created a Parent Portal account, you will not

need to complete this step again.

If you have issues entering your child's Social Security Number, contact the Data Clerk/Registrar at your child's school.

To look up your Parent Portal Activation Key

- Visit [Parent Portal Activation Key](#)
- Enter the last 4 digits of your student's Social Security Number
- Click Submit
- Print, copy or write down the alpha-numeric code following GUID

## **Create a New Account**

Follow the steps below and complete all pages to create a Parent Portal Account.

1. Look up for your Parent Portal Activation Key

- Visit [Parent Portal Activation Key](#)
- Enter the last 4 digits of your student's Social Security Number
- Click Submit
- Print, copy or write down the alpha-numeric code following GUID
- Click Manually Enter Activation Key
- Input or paste the Activation Key into the field on the New User screen
- Click Submit

2. Complete the fields on the Campus Parent Account screen

- Input a username
- Input and confirm a password
- Click Submit


3. You have successfully created your account.

Or [download the instructions](#)  to create a Parent Portal account.

If you have multiple children attending Richmond County Schools and do not see all of your children listed after you create an account, please contact the school of the missing child.

## **Update Your Contact Information**

1. Visit [Parent Portal](#).
2. Click **Campus Parent**.
3. Input your username and password. Click **Log In**.
  - Click **Forgot Password?** or **Forgot Username?** If you are having trouble logging in.
4. Scroll down on the left and click **More**.
5. Click **Address Information** in the middle of the screen.
  - Input your current phone number and click **Update**.
  - Input your primary (mailing) address and click **Update**.

Or [download the instructions](#)  to update your Parent Portal Contact Information.

Click the Contact Us button below if:

You no longer access to the email address you used to create your Parent Portal account or

You did not receive the email after clicking **Forgot Password?** or **Forgot Username?**

**CONTACT US**



## Richmond County School System

864 Broad Street, Augusta, GA 30901

Phone: 706-826-1000

Fax: See School or Department

[Non-Discrimination Policy](#) | [BOE Information](#) | [Financial Information](#) | [Acceptable Use Policy](#)

