



## Creating a New Parent Portal Account

**Note:** The instructions below will guide you through creating a Parent Portal account so that you can access your child(ren)'s grades, attendance, class schedule, progress reports, and report cards. You only need to do this process once, even if you have multiple children attending multiple Richmond County schools. If after signing into the Parent Portal you do not see all of your children listed, please call the school for this missing child. The school will help correct this issue and have the missing child added to your Parent Portal account. Parents and guardians can have one account or each their own account. The accounts will show the same information. Also note that the Parent account is different than the Student's account and should only be used by the Parent.

- 1) Go to [Infinite Campus Parent Portal Activation Key Lookup](#) to lookup the activation key needed to link your Parent Portal account to your child(ren)'s student information.

The screenshot shows a web form titled 'Parent Portal Activation' on a green background. In the top left corner is the 'Infinite Campus' logo. In the top right corner, there is a red button labeled 'Campus Portal'. The form itself is white and contains two input fields: 'Last 4 Digits of Student SSN' and 'Student Birthdate'. The 'Student Birthdate' field has a calendar icon to its right. Below the input fields is a blue 'Submit' button.

- a. Enter the last 4 digits of the student's Social Security Number (SSN)
- b. Enter the student's birthdate
- c. Click Submit

Name	Username/Activation Key
Parent/ Guardian 1	Username <input type="text" value="Existing Username for Parent/Guardian 1"/>
Parent/ Guardian 2	GUID <input type="text" value="Activation Key"/> <input type="text" value="Key (cont'd)"/> Copy Activation Key (Ctrl-C)

- 2)
- The activation key will be the alpha-numeric key after GUID in the screen above.
  - Print, copy or write down your GUID
  - Click Manually Enter Activation Key
  - NOTE:** This screen provides the activation keys for all parents or guardians identified for the household. If there is a parent, guardian, or other person not associated with your household included on this screen, immediately contact your children’s school.

*Also note that if there is a Username and no activation key, then you already have created an account. Please take note of the Username and use the “Forgot password” link on the parent portal to have your password reset emailed to you. If you do not get a link emailed to you, please contact your child’s school to have a password reset request submitted.*



## New User?

Activate your Campus Portal account by entering the activation key sent to you by your district.

If you do not have an activation key, please contact your district to obtain one.

Activation Key \*

 This field is required

Submit

[Back to Login](#)

3)

- a. Paste the Activation Key from the step above in the Activation Key field.
- b. Click Submit

## Create Campus Parent Account

Welcome

**Username \***

**Password \***



**Confirm Password \***

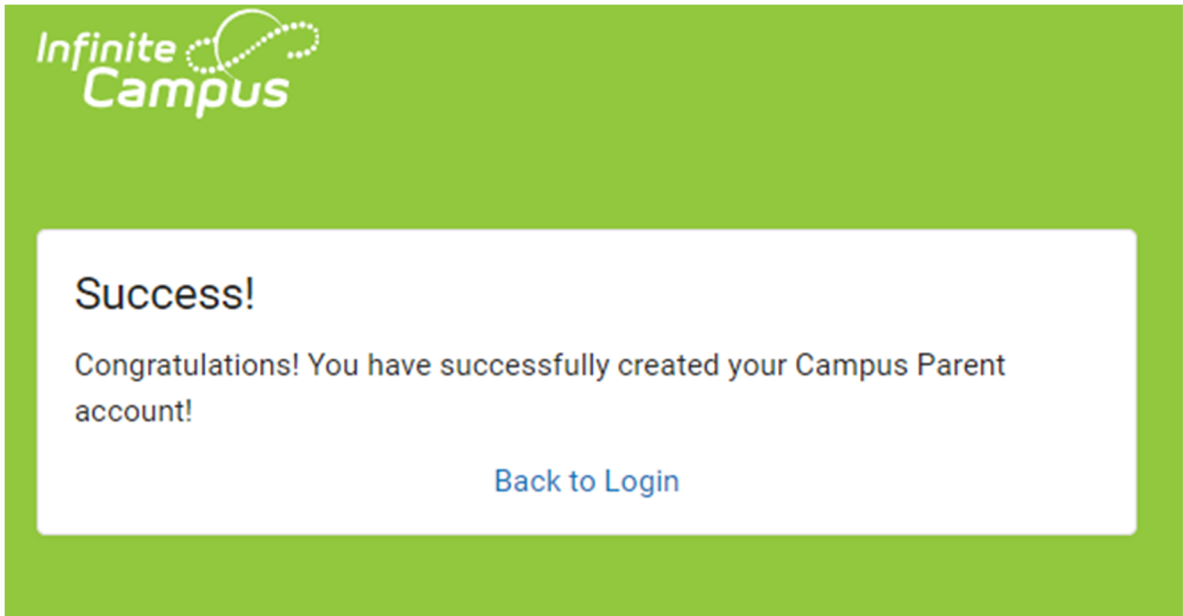
**Password Strength**

**0%**

**Submit**

[Back to Login](#)

- 4)
- Select a username and password.
  - Click Submit



- 5)
  - a. You have successfully created a username and login to access Parent Portal!
- 6) Click the Back to Login link
- 7) Login with your new username and password

**Set Email**

**You are required to set an account security email.**  
Please enter the email address that can be used for security purposes. An email will be sent to verify the change.

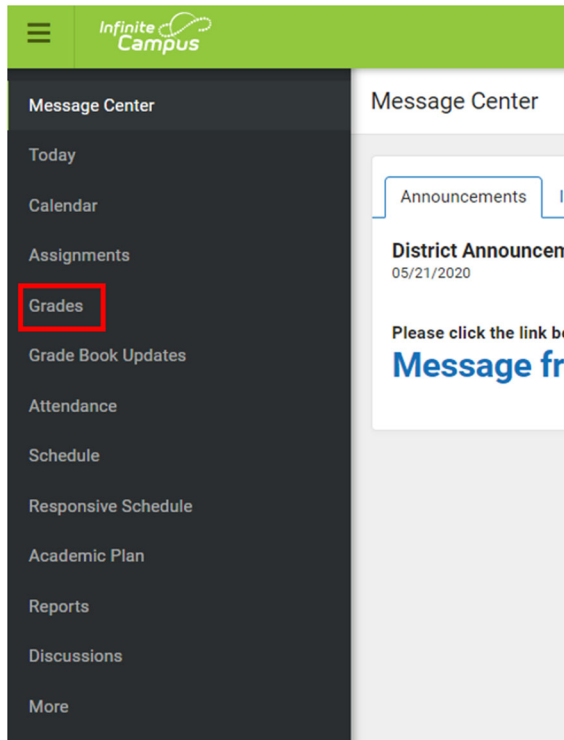
New Account Security Email

Confirm New Account Security Email

Enter Campus Password

- 8)
  - a. Enter your email address to have on file with Parent Portal as well as your Parent Portal password.
  - b. Click Save.

You are now logged into the Parent Portal!



- 9)
- a. To view Grades, click Grades on the left hand side menu.
  - b. The grades for your child will appear.

- 10) If you have multiple children enrolled in Richmond County, use the menu in the upper left corner of the screen to toggle between students.

