

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 <u>Infinite Campus Parent Portal Activation Key Lookup</u> to lookup the activation key needed to link your Parent Portal account to your child(ren)'s student information.

Infinite Campus	Parent Portal Activation
	Campus Portal
Last 4 Digits of Student SSN	
Student Birthdate	
Submit	

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

Campus Portal
Username/Activation Key
Username Existing Username for Parent/Guardian 1
GUIDActivation KeyKey (cont'd)Copy Activation Key (Ctrl-C)
Manually Enter Activation Key

- a. The activation key will be the alpha-numeric key after GUID in the screen above.
- b. Print, copy or write down your GUID
- c. Click Manually Enter Activation Key
- d. **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.

Infinite Campus		
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		

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

ofinite Campus	
Create Campus Parent Acco Welcome	ount
Password *	6
Confirm Password *	
Password Strength	0%
Submit	
Back to Lo	ogin

- a. Select a username and password.
- b. Click Submit

Infinite Campus	
Campus	and the second
an a	
Success!	
Congratulations! You have successfully created your Campus Parent	
account!	
Back to Login	
)	
a. You have successfully created a username and login to access Pa	rent
Portal!	
) Click the Back to Login link	
() Login with your new username and persword	
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 v	erify the change
New Account Security Email	
New Account Security Email	
New Account Security Email	
New Account Security Email Confirm New Account Security Email	
New Account Security Email Confirm New Account Security Email	
New Account Security Email Confirm New Account Security Email	
New Account Security Email Confirm New Account Security Email Enter Campus Password	
New Account Security Email Confirm New Account Security Email Enter Campus Password	
New Account Security Email Confirm New Account Security Email Enter Campus Password	
New Account Security Email Confirm New Account Security Email Enter Campus Password Log Off Save	

- 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!



- 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.

