

## Richmond County School System Infinite Campus Parent Portal

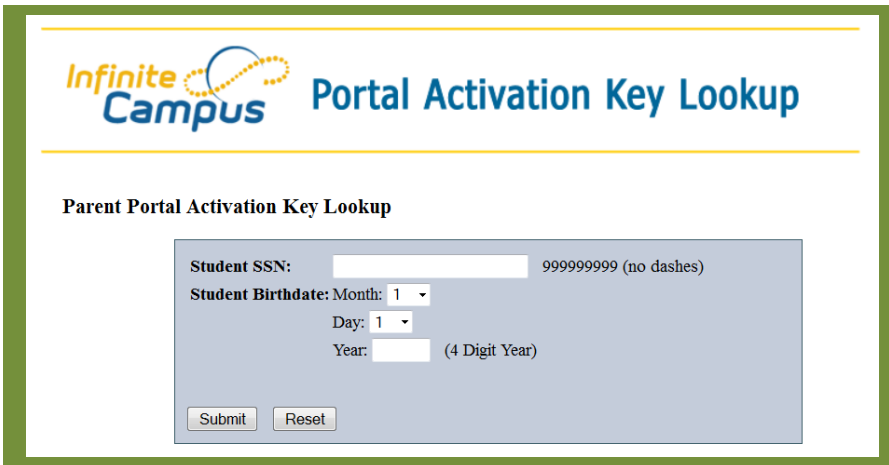
The Infinite Campus Parent Portal provides families in the Richmond County School District online information about their child's achievement.

### Navigate to the Infinite Campus Portal Activation Key Lookup.

1. Click on link

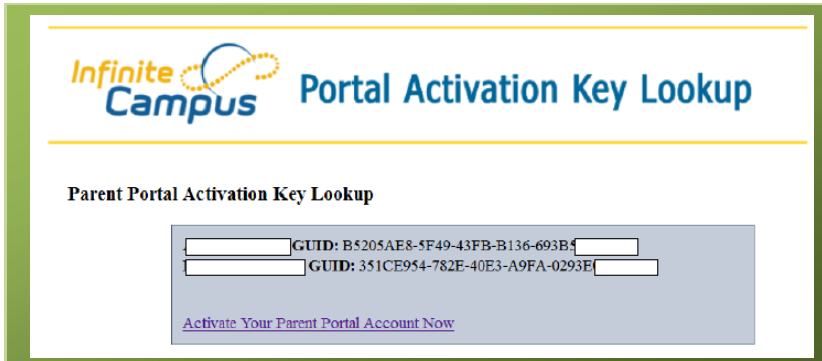
[https://campus.rcss-k12.org//K12\\_Custom/cparent/index.jsp?appName=richmond&version=2&rel=hhchk](https://campus.rcss-k12.org//K12_Custom/cparent/index.jsp?appName=richmond&version=2&rel=hhchk)

Enter your child's Social Security Number in the appropriate space with no dashes, then the child's date of birth in the appropriate fields. **NOTE:** Only one account per parent/guardian is needed regardless of the number of children attending our schools.



The screenshot shows the 'Parent Portal Activation Key Lookup' form. At the top left is the 'Infinite Campus' logo. The title 'Portal Activation Key Lookup' is in blue. Below the title is the heading 'Parent Portal Activation Key Lookup'. The form contains the following fields: 'Student SSN:' with a text input field and the placeholder '999999999 (no dashes)'; 'Student Birthdate:' with three dropdown menus for 'Month: 1', 'Day: 1', and 'Year: (4 Digit Year)'. At the bottom of the form are two buttons: 'Submit' and 'Reset'.

1. Click **Submit**.
2. The next screen provides the activation keys for all parents or guardians identified for the household. We recommend that you print or save this information on your computer. **NOTE:** If you have a parent, guardian, or other person not associated with your household included on this screen, immediately contact your children's school.
3. Click [Activate Your Parent Portal Account Now](#) to take you to Campus Portal for parents and student.



The screenshot shows the 'Parent Portal Activation Key Lookup' form after submission. It displays two GUIDs in a table-like structure. The first GUID is 'GUID: B5205AE8-5F49-43FB-B136-693B5' and the second is 'GUID: 351CE954-782E-40E3-A9FA-0293E'. Below the GUIDs is a blue link that says 'Activate Your Parent Portal Account Now'.

**Print, copy  
or write  
down your  
GUID**

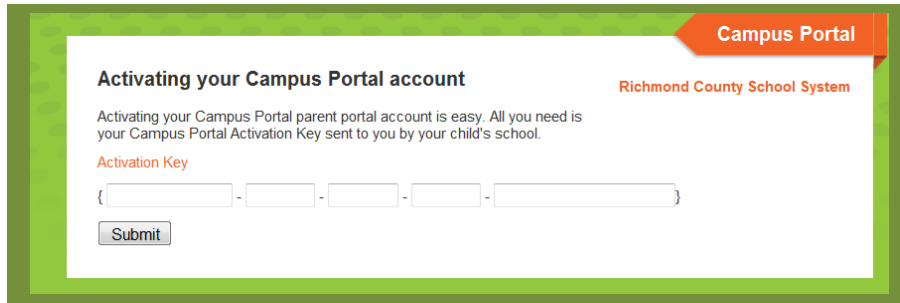
**Note:** If you did not receive your activation key or if you have not provided the School System with a Social Security Number for your child, please contact your school for assistance.

4. A login screen will appear. Click on **Help**.

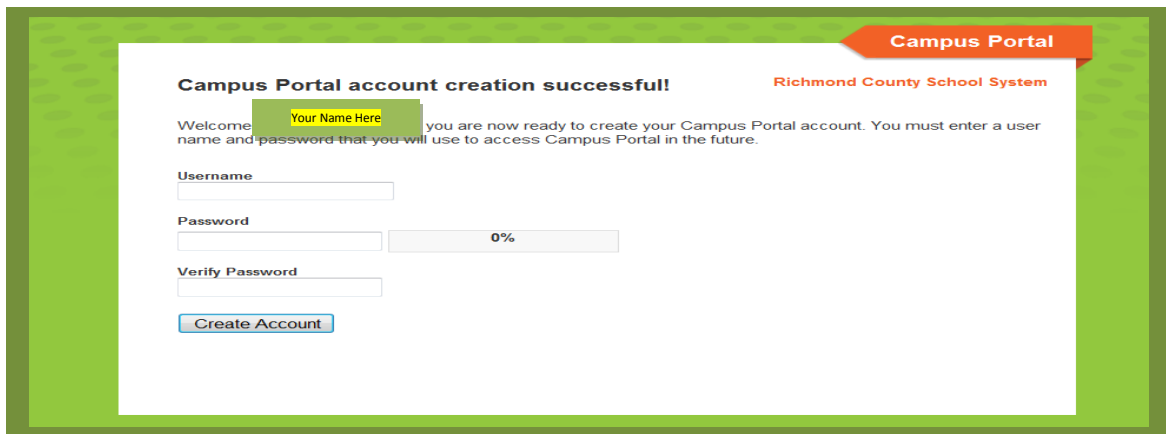
The previous process provided you with your activation key.



5. Enter your Activation Key



6. If you entered the **Activation Key** properly, the following screen will display. Select a **User Name** and **Password** for your Portal account.



7. Click **Create Account**.

Campus Parent Portal Link

<https://campus.rcss-k12.org/campus/portal/richmond.jsp?status=portalLogoff&lang=en>

### \* *Infinite Campus Mobile Application*

*Infinite Campus has a mobile application available for both Android and IOS mobile operating systems*

#### Parent or STUDENT Mobile App

A parent can download a mobile app to their smart phone if their phone uses iTunes, Google Apps or Amazon app store. The details for the parents on how to install, setup, etc are found in the Infinite Campus parent portal.

After a parent or student logs into their portal, they see this below their inbox:



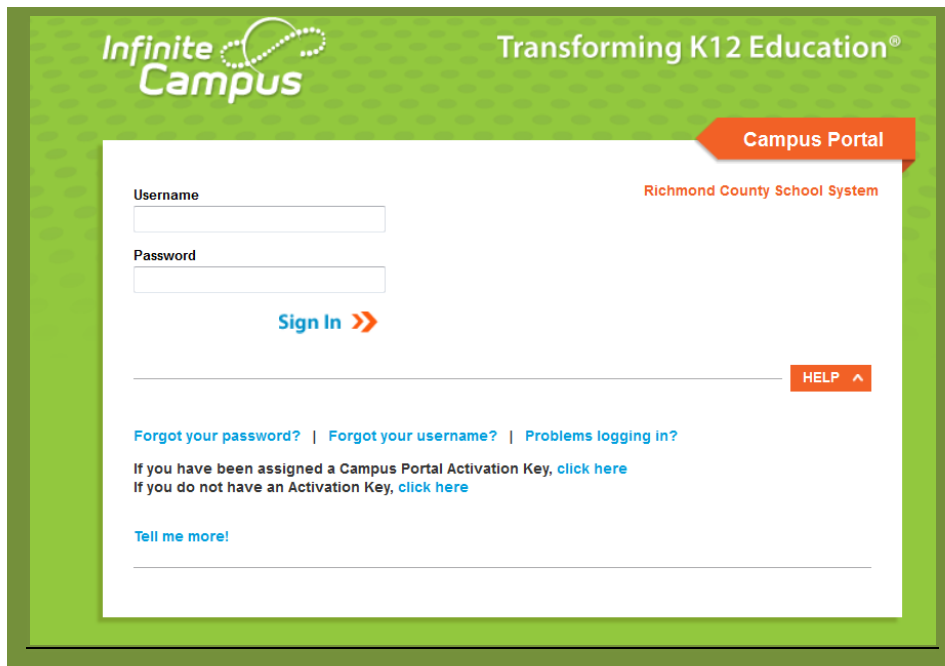
They click on the "Get Your District ID" button and another page with ALL the details they need appears. Remind them that the username and password should be THEIR PARENT USERNAME and password. Students can also use this app on their devices but they should enter their STUDENT USERNAME and password.

A screenshot of the Infinite Campus mobile app landing page. At the top left, it says "Go Mobile Anytime. Anywhere." Below this is a smartphone displaying the app's main menu with options like "Daily Planner", "Assignments", "Attendance", "Grades", "Schedule", and "Food Service". To the right of the phone, the text reads "Anytime, anywhere access. Get your Campus Portal information when you want it from your mobile device." Below this is a list of four steps: "Step 1: Download the App" (with app store icons), "Step 2: Launch the App and Enter in the District ID" (with instructions to select Settings and enter District ID: KKTGVZ), "Step 3: Enter Portal Account to Sign In" (with instructions to enter username and password), and "Step 4: Get Assistance" (with instructions to visit the mobile site and FAQ page).

## **LOGIN ISSUES**

**Parent password problems** - at the parent portal login screen click the down arrow next to the orange help button. Enter the email address you have in your portal account. The system will send your user name and password to the email account on record. Each guardian must have a unique email - if two guardians have the same email this process will not work. Please contact your child's school if you have not provided them with an email address.

For all other login issue please contact your child's school.



The image shows a screenshot of the Infinite Campus login interface. At the top left is the Infinite Campus logo with the tagline "Transforming K12 Education®". On the right, it says "Campus Portal" and "Richmond County School System". The login form includes fields for "Username" and "Password", a "Sign In >>" button, and a "HELP ^" button. Below the sign-in button are links for "Forgot your password?", "Forgot your username?", and "Problems logging in?". There are also instructions about activation keys and a "Tell me more!" link.

Infinite Campus  
Transforming K12 Education®

Campus Portal  
Richmond County School System

Username

Password

Sign In >>

HELP ^

[Forgot your password?](#) | [Forgot your username?](#) | [Problems logging in?](#)

If you have been assigned a Campus Portal Activation Key, [click here](#)  
If you do not have an Activation Key, [click here](#)

[Tell me more!](#)