



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 student(s) grades, attendance, class schedule, progress reports, and report cards online. You only need to do this process once even if you have multiple students attending multiple Richmond County schools. If after signing into the Parent Portal you do not see all of your students listed, please call the school for the missing student. Parents and guardians can have one account or each their own account. The accounts will show the same information.

****You will need your student's Student Number (300xxxxxx) in order to create a Parent Portal account. The Student Number can be found on Progress Report, Report Card, Census Verification. You can also ask the school for the Student Number****

- 1) Go to <https://bit.ly/RCSSPPActivationKey> to lookup the activation key needed to link your Parent Portal account to your student's information.

Campus Portal

Student First Name

Student Last Name

Grade Level (in 2026)
PK ▼

Student Number

Last 4 Digits of Student SSN

Student Birthdate

Submit

a.

- b. Enter information in all fields requested to look up your student
- c. Click Submit

Infinite Campus Parent Portal Activation


Campus Portal

i Please select your name to view your Username/Activation Key

Name	Username/Activation Key
Parent Name 1	Parent 1 Activation Key
Parent Name 2	Parent 2 Activation Key

[Create Portal Account](#) [Forgot Password?](#) Copy Activation Key (Ctrl-C)

- 2)
- a. Click on your name to display the activation key
 - b. The activation key will be the alpha-numeric key after GUID:
 - c. Print, copy or write down your Activation Key
 - d. Click Create Portal Account
 - e. **NOTE:** This 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.




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 field for the Activation Key
 - b. Click Submit



Create Campus Parent Account

Welcome

Username *

Password *



Confirm Password *

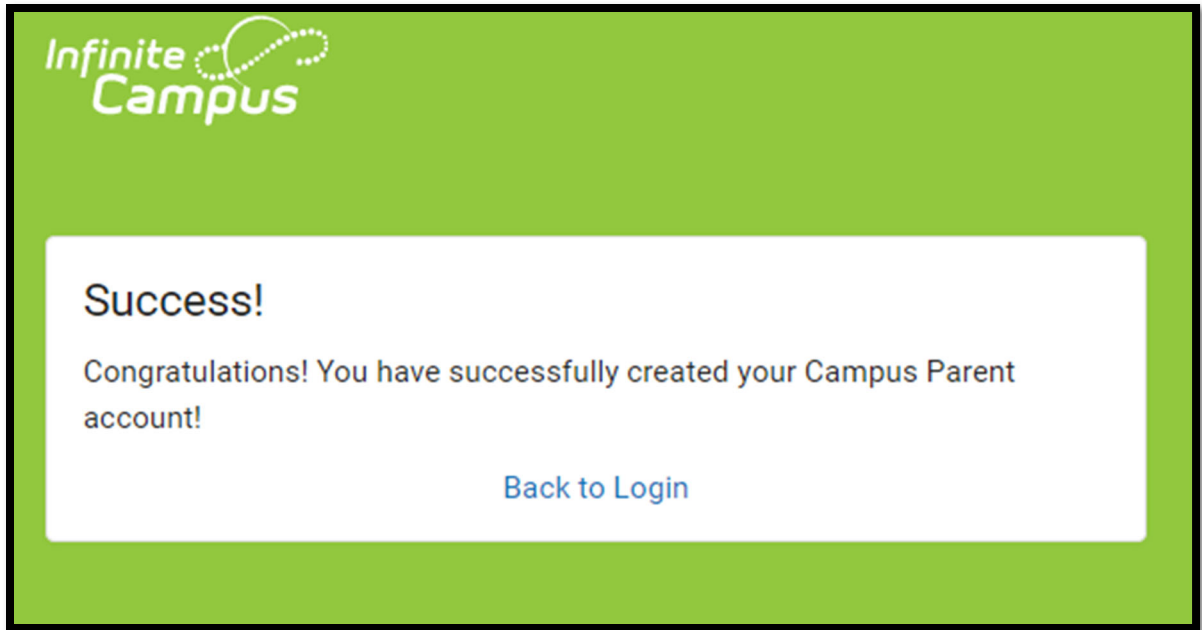
Password Strength

0%

Submit

[Back to Login](#)

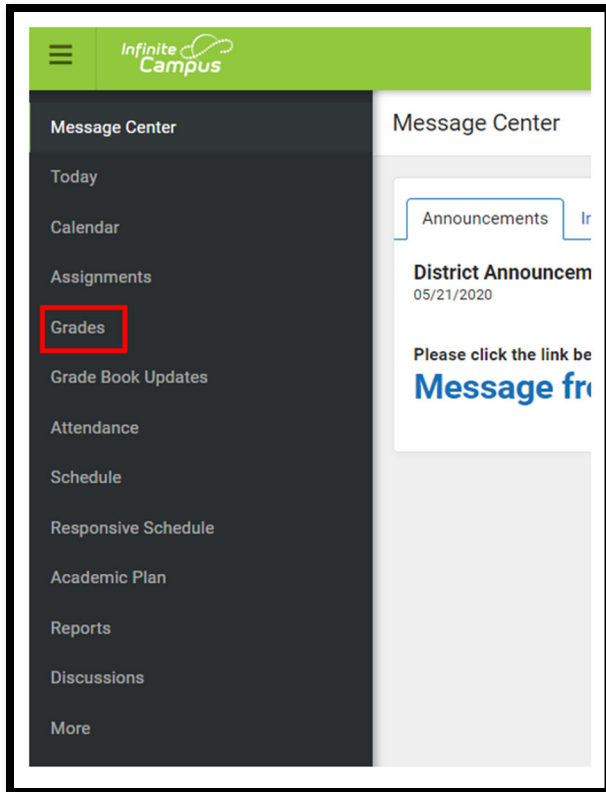
4) Select a username and password. Click Submit



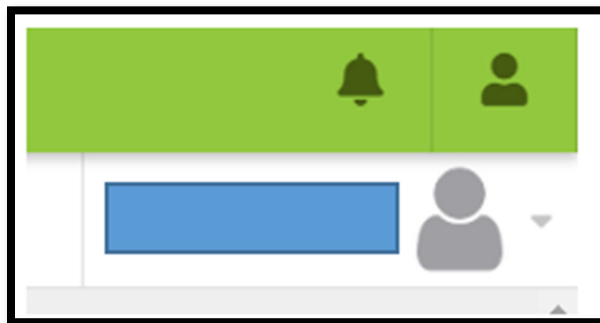
- 5)
 - a. You have successfully created a username and login to access Parent Portal!
- 6) Click the Back to Login link
- 7) Login with your username and password

A screenshot of a web form titled 'Set Email' in a green header bar. Below the header, there is a red error message: 'You are required to set an account security email.' followed by a blue instruction: 'Please enter the email address that can be used for security purposes. An email will be sent to verify the change.' The form has a light gray background and contains three input fields: 'New Account Security Email', 'Confirm New Account Security Email', and 'Enter Campus Password'. At the bottom right of the form are two buttons: 'Log Off' and 'Save'.

- 8)
- 9) Enter your email address to have on file with Parent Portal as well as your Parent Portal password.
- 10) Click Save. You are now logged into the Parent Portal.



- 11)
 - a. To view Grades, click Grades on the left hand side menu.
 - b. The grades for your child will appear.
- 12) If you have multiple children enrolled in Richmond County, use the menu in the upper left corner of the screen to toggle between students.



a.