



## 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.

The screenshot shows a web form titled 'Parent Portal Activation' with the 'Infinite Campus' logo in the top left. A red button labeled 'Campus Portal' is in the top right. The form contains several input fields: 'Student First Name', 'Student Last Name', 'Grade Level (in 2024)' (a dropdown menu with 'PK' selected), 'Student Number', 'Last 4 Digits of Student SSN', and 'Student Birthdate' (with a calendar icon). A blue 'Submit' button is at the bottom.

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](#) [Copy Activation Key \(Ctrl-C\)](#)  
[Forgot Password?](#)

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 \***

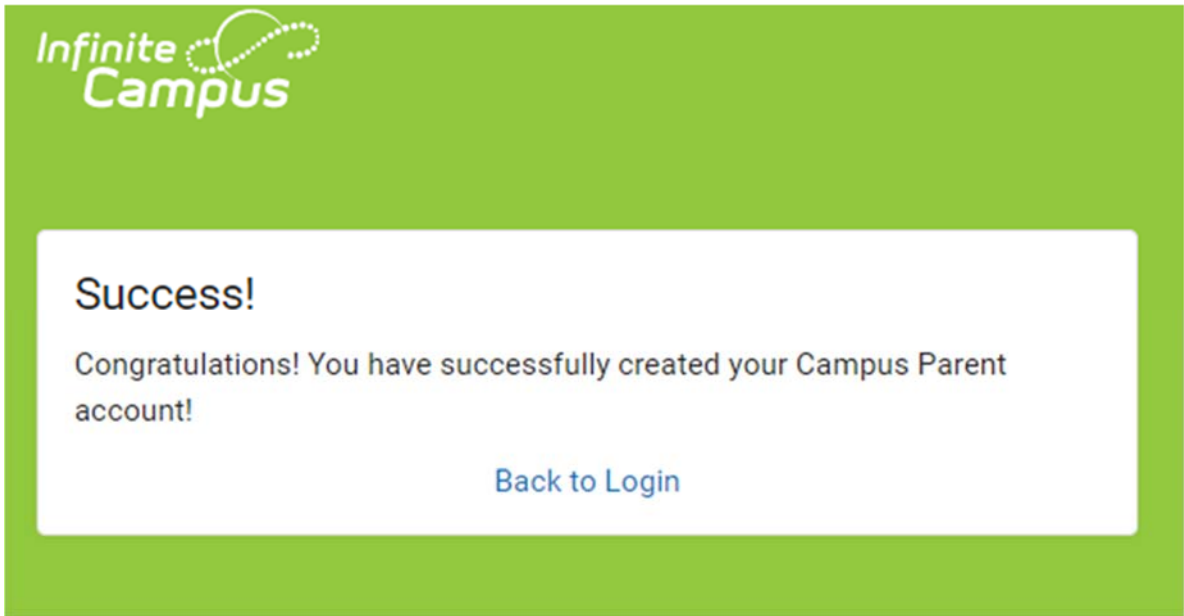
**Password Strength**

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

**Set Email**

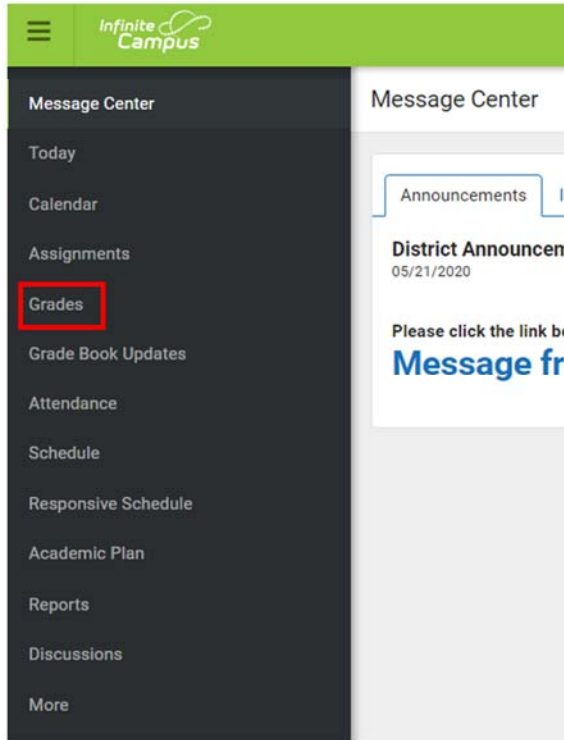
**You are required to set an account security email.**  
Please enter the email address that can be used for security purposes. An email will be sent to verify the change.

New Account Security Email

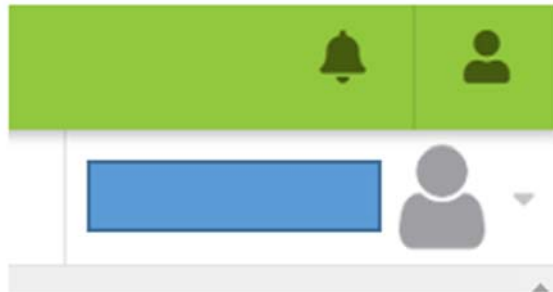
Confirm New Account Security Email

Enter Campus Password

- 8)
- 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.