

Update Your Parent Portal Account

Note: The instructions below will guide you through updating your Parent Portal account so that you may access your child(ren)'s grades, attendance, class schedule, progress reports, and report cards. Note, the Parent account is different than the Student's account and should only be used by the Parent.

1) Go to the following site to log into your Parent Portal account: <u>https://campus.rcss-k12.org/campus/portal/richmond.jsp</u>



- 2) Select Campus Parent
- 3) Enter your Parent Portal username and password and click the blue "Log In" button. Support is available if you have forgotten your password or username.

finite Campus					
Richmond County School System	Announcements	Campus Parent			
Parent Usemame	There are no district announcements.				
Password					
Log In Forgot Password? Forgot Username? Help					
Log In to Campus Student OF OF					
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	Language: English				

4) Once you log in to Parent Portal, you should see a screen like the one below. Click "More" on the left side of the screen.

Message Center	Message Center							
Today								
Calendar	Announcements Inbox							
Assignments	No Announcements.							
Grades								
Grade Book Updates								
Attendance								
Schedule								
Responsive Schedule								
Academic Plan								
Reports								
Discussions								

5) You should then see a screen like the one below. Click "Address Information".

			A 1
Message Center	More		
Today	Address Information	Quick Links	
Calendar	Assessments >	Richmond County School System	
Grades	Demographics >	Warren Road Elementary School SLDS Portal	
Grade Book Updates	Family Information >		
Attendance	Important Dates >		
More	Lockers >		
	Transportation >		
	GTID >		
	Online Registration >		
	Student Withdrawals >		

6) You should then see a screen like the one below. Click "Update" to update your phone and/or your primary mailing address.

		-
Message Center	< Back	
Today	Household	
Calendar Assignments	Phone	
Grades	Primary (Maling)	
Grade Book Updates Attendance	Update	
Documents		
More		

6a) You may also click on "Family Information" if there are any changes to your contact/family information.

				A	
Message Center	More				
Today Calendar	Address Information	>	Quick Links		
Assignments	Assessments	>	Richmond County School System		
Grades	Demographics	>	Warren Road Elementary School SLDS Portal		
Grade Book Updates	Family Information	>			
Attendance	Important Dates	>			
Documents	Lockers	>			
	Transportation	>			
	GTID	>			
	Online Registration	>			
	Student Withdrawals	>			