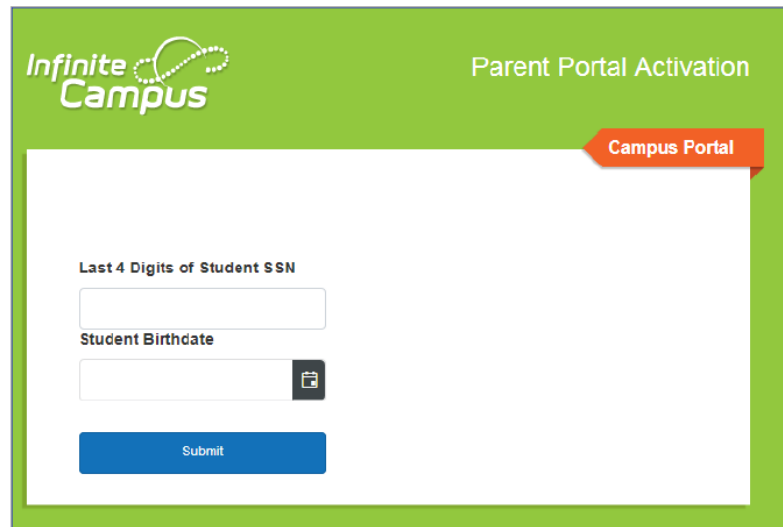


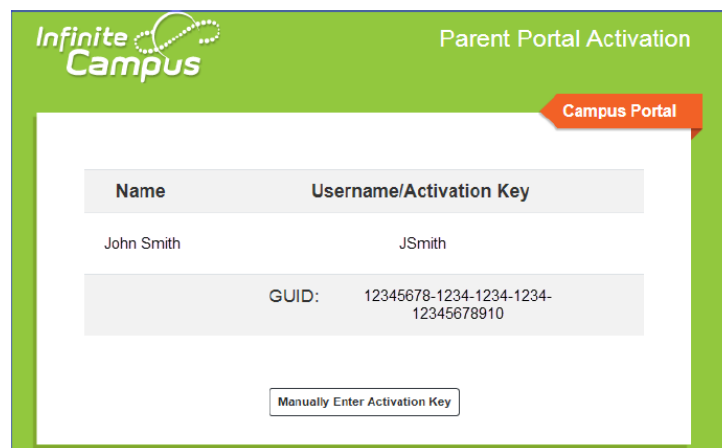
To create a Parent Portal Account for Infinite Campus, click the [NEW IC USERS CLICK HERE](#) hyper link, read the ***Hall County School System Electronic Web Access Agreement for Viewing Student Information*** policy and click the [Accept](#) button. Continue signing up as follows:

On the **Portal Activation Key Lookup** tool, enter your child's Student's last 4 of SSN and Birthdate before clicking the Submit button:



The screenshot shows the 'Parent Portal Activation' screen with the Infinite Campus logo. It features a 'Campus Portal' button in the top right. The main form area has two input fields: 'Last 4 Digits of Student SSN' and 'Student Birthdate' (with a calendar icon). A blue 'Submit' button is at the bottom.

A screen will open giving the GUID number for each guardian. **Write this number down** before clicking on the **Manually Enter Activation Key** button:

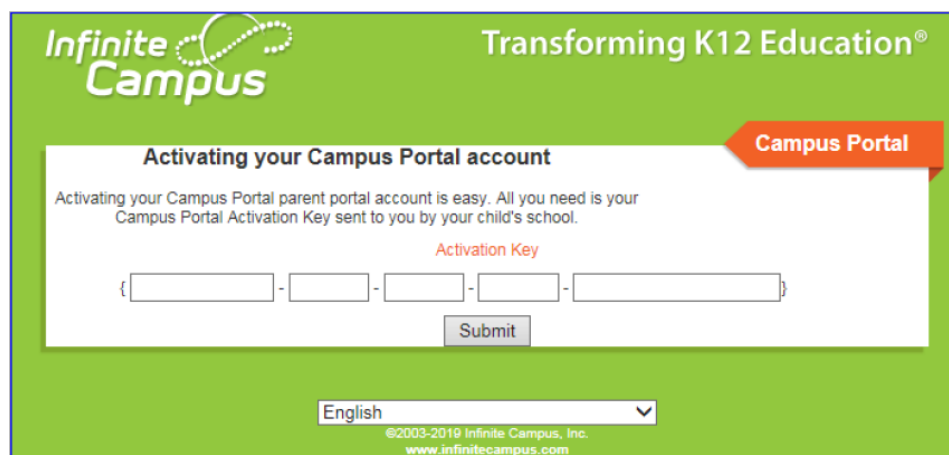


The screenshot shows the results of the key lookup. It displays a table with two columns: 'Name' and 'Username/Activation Key'. The first row shows 'John Smith' and 'JSmith'. Below the table, the GUID is displayed as '12345678-1234-1234-1234-12345678910'. A 'Manually Enter Activation Key' button is at the bottom.

Name	Username/Activation Key
John Smith	JSmith

GUID: 12345678-1234-1234-1234-12345678910

Enter the **GUID** number on the activation screen:



The screenshot shows the 'Activating your Campus Portal account' screen. It features the Infinite Campus logo and the tagline 'Transforming K12 Education®'. The main form area has a text box for the 'Activation Key' (GUID) and a 'Submit' button. The text box is pre-filled with the GUID from the previous screen. A language dropdown menu is at the bottom, set to 'English'.

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school.

Activation Key

{ [] - [] - [] - [] - [] }

Submit

English

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Create a Username and Password of your choice and click the **Create Account** button.

The screenshot shows the 'Campus Portal account creation' page. At the top, the Infinite Campus logo is on the left and 'Transforming K12 Education®' is on the right. A red 'Campus Portal' button is in the top right corner. The main heading is 'Campus Portal account creation'. Below it, a welcome message says: 'Welcome John Smith you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.' There are three input fields: 'Username', 'Password', and 'Verify Password'. A progress bar next to the Password field shows '0%'. A 'Create Account' button is at the bottom of the form. At the very bottom, there is a language dropdown menu set to 'English' and a copyright notice: '©2003-2019 Infinite Campus, Inc. www.infinitecampus.com'.

After successfully creating your account, use the **Click Here** hyperlink to access the login screen

The screenshot shows the success page after account creation. The layout is similar to the previous page, but the main heading is 'Campus Portal account creation' and the message says: 'Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page.' At the bottom, there is a language dropdown menu set to 'English' and a copyright notice: '©2003-2015 Infinite Campus, Inc. www.infinitecampus.com'.

Enter the Username and Password you just created to log into the Parent Portal:

The screenshot shows the 'Campus Portal' login page. At the top, the Infinite Campus logo is on the left and 'Transforming K12 Education®' is on the right. A red 'Campus Portal' button is in the top right corner. The main heading is 'Campus Portal'. Below it, there are two input fields: 'Username' and 'Password'. A blue 'Log In' button is below the password field. Below the button, there are links for 'Help' and 'New User?'. At the very bottom, there is a language dropdown menu set to 'English' and a copyright notice: '©2003-2019 Infinite Campus, Inc. www.infinitecampus.com'.

Creating an account is only required once to gain access to the Parent Portal. After a Username and Password have been created, parent/guardians should simply go straight to the **Campus Portal for Students and Parents** login screen for future logins.