

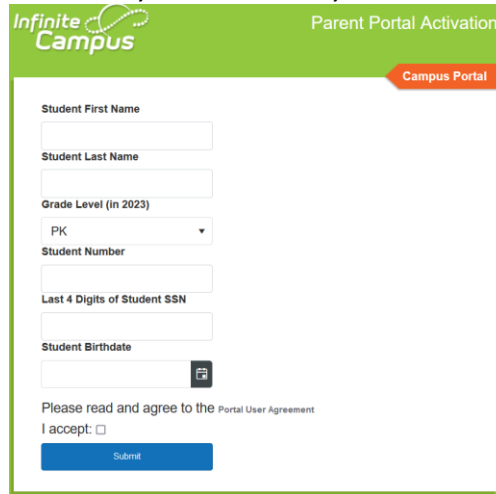
## Creating a Parent Portal Account

Step 1: Visit <https://www.hallco.org/web/ic-portal-users/>, click on 'NEW IC USERS CLICK HERE'

Step 2: Read the **Hall County User Agreement** policy and click the 'ACCEPT' button

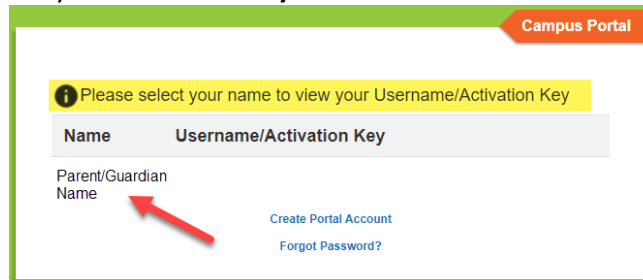
Step 3: On the Portal Activation screen, enter your **child's First Name, Last Name, Grade Level, Student Number, last 4 of SSN and Birthdate** before clicking the 'I accept' and 'Submit' buttons:

*\*If you do not know your child's student number, you can have your child log into Infinite Campus Student to see this information or you can contact your child's school.*



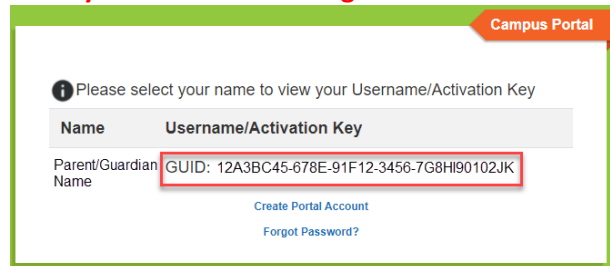
The screenshot shows the 'Parent Portal Activation' form on the Infinite Campus website. The form includes fields for 'Student First Name', 'Student Last Name', 'Grade Level (in 2023)' (with a dropdown menu showing 'PK'), 'Student Number', 'Last 4 Digits of Student SSN', and 'Student Birthdate'. Below the fields is a checkbox for 'I accept:' and a blue 'Submit' button. The Infinite Campus logo is in the top left, and 'Parent Portal Activation' and 'Campus Portal' are in the top right.

Step 4: Click on your name to show your **Activation Key**:



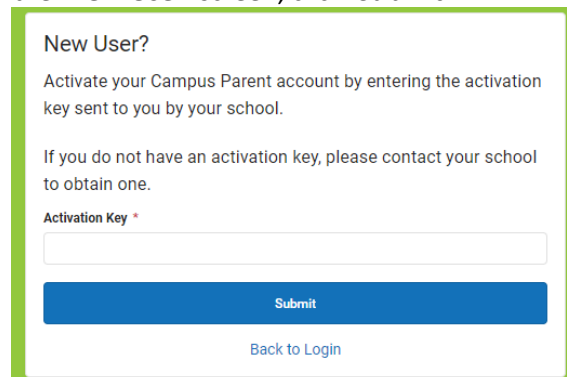
The screenshot shows a table with two columns: 'Name' and 'Username/Activation Key'. The 'Name' column contains 'Parent/Guardian Name'. A red arrow points to this name. Below the table are links for 'Create Portal Account' and 'Forgot Password?'. A yellow information box at the top says 'Please select your name to view your Username/Activation Key'. The Infinite Campus logo and 'Campus Portal' are in the top right.

Step 5: **Copy or write the Activation Key down before clicking on 'Create Portal Account'**:



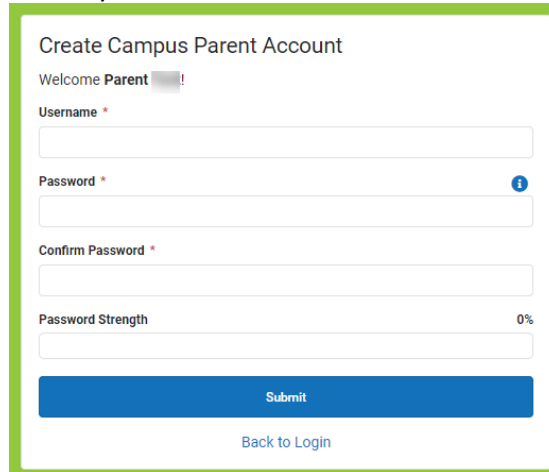
This screenshot is identical to the previous one, but the 'GUID: 12A3BC45-678E-91F12-3456-7G8HI90102JK' in the 'Username/Activation Key' column is highlighted with a red box. The 'Parent/Guardian Name' is also highlighted with a red box. The 'Create Portal Account' and 'Forgot Password?' links are visible below the table.

Step 6: Enter the Activation Key on the 'New User' screen, click 'Submit':



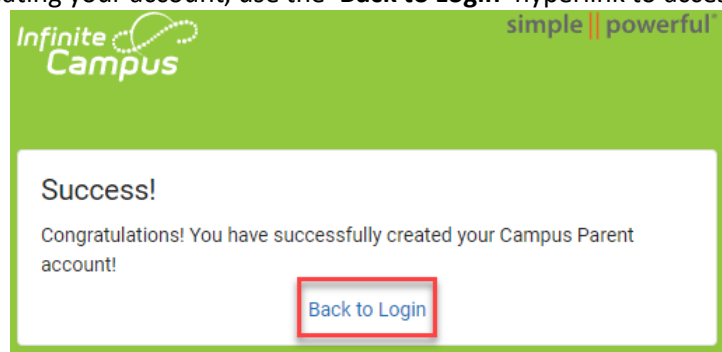
The screenshot shows the 'New User?' screen. It contains the text: 'Activate your Campus Parent account by entering the activation key sent to you by your school.' and 'If you do not have an activation key, please contact your school to obtain one.' Below this is a text input field labeled 'Activation Key \*'. At the bottom are a blue 'Submit' button and a 'Back to Login' link.

Step 7: Create a Username and Password of your choice and click the **'Submit'** button:

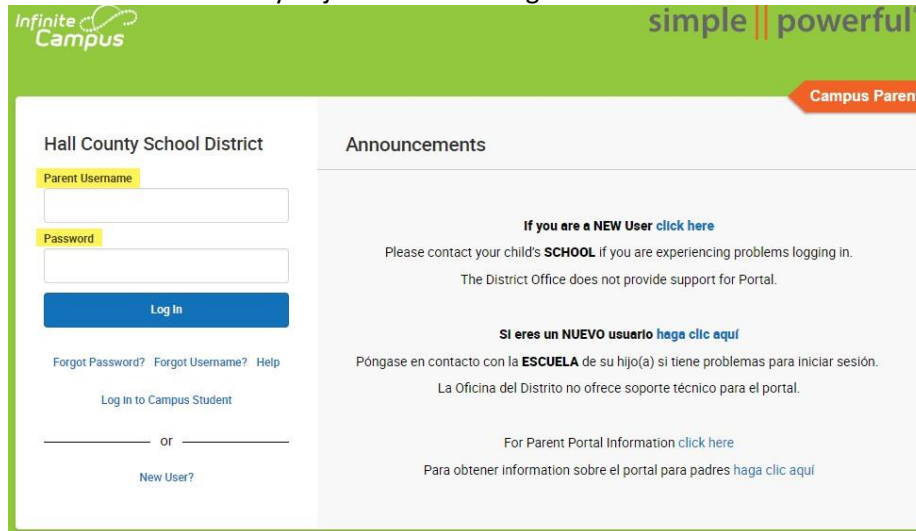


The screenshot shows a form titled "Create Campus Parent Account". At the top, it says "Welcome Parent [blacked out]!". Below this are four input fields: "Username \*", "Password \*", "Confirm Password \*", and "Password Strength" (which shows "0%"). A blue "Submit" button is at the bottom, with a "Back to Login" link below it.

Step 8: After successfully creating your account, use the **'Back to Login'** hyperlink to access the login screen:



Step 9: Enter the Username and Password you just created to log into the Parent Portal:



The screenshot shows the Parent Portal login screen. The header includes the "Infinite Campus" logo and the tagline "simple || powerful". On the right, there is a "Campus Parent" tab. The main content area is divided into two columns. The left column is for "Hall County School District" and contains "Parent Username" and "Password" input fields, a "Log In" button, and links for "Forgot Password?", "Forgot Username?", and "Help". Below these are links for "Log In to Campus Student" and "New User?". The right column is for "Announcements" and contains text in English and Spanish: "If you are a NEW User click here", "Please contact your child's SCHOOL if you are experiencing problems logging in. The District Office does not provide support for Portal.", "Si eres un NUEVO usuario haga clic aquí", "Póngase en contacto con la ESCUELA de su hijo(a) si tiene problemas para iniciar sesión. La Oficina del Distrito no ofrece soporte técnico para el portal.", and "For Parent Portal Information click here", "Para obtener information sobre el portal para padres haga clic aquí".

Creating an account is only required once to gain access to the Parent Portal for all of your children attending any Hall County School. After a Username and Password has been created, parent/guardians should simply go straight to the Campus Portal for Students and Parents login screen for future logins:

<https://campus.hallco.org/campus/portal/hall.jsp>