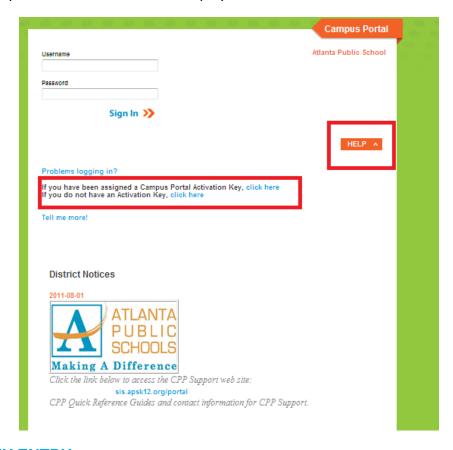
APS CAMPUS PORTAL FOR PARENTS

FIRST TIME ACCOUNT CREATION

- Step 1: Parents/guardian should go to the CPP Login Page: https://ic.apsk12.org/portal
- Step 2: Select help to open the Campus Portal Activation Key option.
- Step 3: Select the If you have been assigned a Campus Portal Activation Key, click here option. An Activating your Campus Portal Account screen displays.



ACTIVATION KEY ENTRY

- **Step 4:** Enter the **Activation Key** the district has assigned to you. Once the Activation Key has been used to create an account, it cannot be used again.
- **Step 5**: Click the **Submit** button. The Activation Key will be verified, and when approved, a screen will prompt the user to create a username and password.

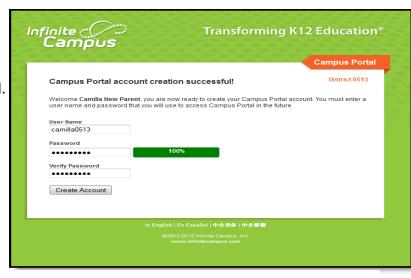


USERNAME AND PASSWORD CREATION

Enter a **Username**. Use an alphanumeric (both letters and numbers) username.

Enter a **Password**. Use an alphanumeric password. Passwords should be at least 6 characters long. If system preferences have been sent to require a **Strong Password**, it must meet three of the four qualifications:

- A lower case letter (a, j, r, etc.)
- An upper case letter (A, J, R, etc.)
- A number (3, 7, 1, etc.)
- A symbol (@, %, &, etc.)
- Re-enter the password in the Verify Password field.
- Click the Create Account button.



PORTAL LANGUAGES

The Portal is available in four languages:

- English
- Spanish
- Simplified Chinese
- Traditional Chinese

Users can select which option best fits their needs by clicking on the hyperlink of the preferred language on the sign-in page or at the bottom of the Campus Portal after logging in. Selecting a language will display all navigation tab labels and non-student/school specific content into the chosen language. Custom tabs are not translated.

