

Infinite Campus Parent Portal Sign Up Guide

Parents of students in grades K–12 have access to class schedules, attendance records and grades through the [Parent Portal](#), an easy-to-use, secure communications tool for the district. Additionally, the Parent Portal enables parents to verify household information, including email, home address and telephone numbers. **Follow the directions below to activate your account.**

Infinite Campus Help Documents

- [RESET USER NAME OR PASSWORD](#)
- [USING THE CAMPUS PARENT PORTAL](#)
- [INFINITE CAMPUS MOBILE APPLICATION](#)
- [UPDATING CONTACT INFORMATION AND PREFERENCES](#)
- [STUDENT ENROLLMENT VERIFICATION THROUGH PARENT PORTAL \(EXISTING STUDENTS\)](#)
- [FINDING THE STUDENT NUMBER/GTID](#)

New Parent Portal User - Part 1 - Request a Parent Portal Activation Key

To request a Parent Portal Activation Key:

- visit the [Parent Portal Activation Key Lookup](#) page

What you'll need before registering:

- Your child's Student Number (It can be found on your student's report card or transcript.)

How to get your child's GTID

Your child's Georgia Testing Identification Number (GTID) can be found in Parent Portal by following the steps below:

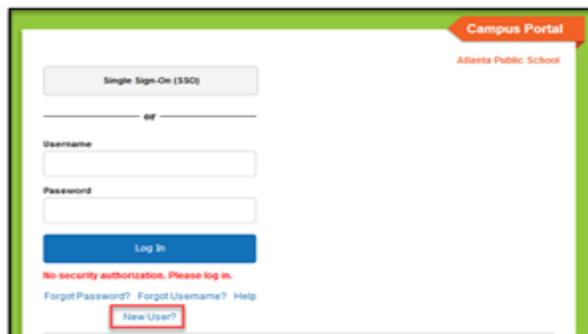
1. Login to Parent Portal
2. Select **More** (on the left side of the screen - in the black box)
3. Select **GTID** (in the middle of the screen - in the white box)
4. The GTID number will populate and you can copy and paste into the application
5. You can switch between students in your household in the upper right corner of the screen

**If your student does not have a GTID number, please contact the school to verify that all required information has been submitted*

- The last four digits of your child's Social Security Number (SSN) or the SSN-like number* assigned to your child.

*If you did not provide your child's SSN at enrollment/registration, they were assigned an SSN-like number. To receive the last four digits of that number, you will need to **contact your child's school**.

New Parent Portal User - Part 2 - First Time Account Creation



The screenshot shows the Campus Portal login interface. At the top right, it says "Campus Portal" and "Atlanta Public School". Below this is a "Single Sign-On (SSO)" section with a "Log In" button. There are input fields for "Username" and "Password". Below the "Log In" button, there is a red error message: "No security authorization. Please log in." and links for "Forgot Password?", "Forgot Username?", and "Help". A red box highlights the "New User?" button at the bottom.

1. Parents/guardian should go to the [Parent Portal LoginPage](#).
2. Select **New User?** to open the Campus Portal ActivationKey option.

Activating your Campus Portal Account screen



3. Another screen will display >> New User?.
4. Enter the **Activation Key** assigned to you. Once the Activation Key has been used to create an account, it cannot be used again.
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.

Creating your user name and password



- **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 set 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.
-

To reset your user name and/or password:

- Select the **Forgot Your Password?** link and an email will be sent to the address on record. Directions for the password reset process will be included.
- Select the **Forgot Your Username?** link and an email will be sent to the address on record containing your username.
Users can request to receive the forgotten username up to 5 times per day. On the sixth try, the user will be locked out of the account and will need to wait until the next day to try again. All usernames associated with the email address entered will be listed in the email.
- If you are unable to reset using the online reset feature, please submit a Let's Talk ticket.