

Parent Portal - Account Setup Instructions

We are excited to have you begin the school year with information on creating an **Infinite Campus Parent Portal** account to access data for your child. The Portal contains update to date information on your child's attendance, schedule, grades, assignments (grades 4-12 only), and messages from teachers.

NOTE: Please do not use your student's account to login it may affect your student's ability to log into other resources.

Parents living in the same household as their student can use the following steps to create an account:

1. You will need the **Student ID** and **Birthdate** for one of your children. The Student ID can be found on the student's schedule.
2. If you do not have an **Activation Key**, go to https://campus.fcboe.org/K12_Custom/cparent/index.jsp?appName=fayette&version=3&rel=hhchk to retrieve a list of keys for parents living in the same household as the student. For parents who do not live in the same household, contact your child's school for this information.
3. Enter the **Student ID** and **Birthdate** for one of the students in the household to **Print** the Activation Keys for all Parent contacts in the household. Each parent can create a separate portal account if desired.
4. Once you retrieve your Activation Key, return to the Portal site and click the **If you have been assigned a Campus Portal Activation Key**, [click here](#) link and enter the Activation Key in the text boxes provided.
5. Click **Submit** to continue to the next step.
6. Enter your desired **Username** and **Password** information and click the **Create Account** button.
NOTE: Please do NOT use a numeric only username as it may conflict with a student account.
7. Return to the Login page and enter the Username and Password you setup in the previous step.

For more expanded directions with screenshots, click [here](#).

Infinite Campus also provides the ability for you to customize how you receive automated emails and phone calls generated by your school. After logging into your new account, you can update your **Contact Preferences** in the **User Account** area. In the example below, the parent has selected **General** phone calls to dial the **Home Phone**. **High Priority**, **Attendance** and **Behavior** phone calls are set to dial the **Cell Phone**. Additionally, the email address is set to receive all message types, including Teacher Emails.

Email Address: myemail@email.com

Instructions:

For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message. You may select to receive a message on more than one device. To change or add a phone number you will need to contact your school's administrative offices.

	High Priority	Attendance	Behavior	General	Teacher
Household Phone (770)555-1111	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cell Phone (770)555-1212	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone (770)555-9000	<input type="checkbox"/>				
Email (myemail@email.com)	<input checked="" type="checkbox"/>				

† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language

The email address is editable on this screen. If phone numbers need to be modified, please let your child's school know. Remember, this is the contact information for the person associated with this account. Please do not login using your child's account as it may affect their ability to receive notifications.

Additional Resources from Infinite Campus:

- [Student / Parent Portal Overview](#) (updated 8/1/2014)
- [Parent Features and Family Updates on Portal](#) (updated 8/1/2014)
- [Portal Account Management and Contact Preferences](#) (added 8/1/2014)
- [Apple: Campus Mobile App for Student / Parent Portal on YouTube](#) (updated 9/15/2014)
- [Android: Campus Mobile App for Student / Parent Portal on YouTube](#) (added 8/27/2013)

NOTE: For Apple or Android apps, the **District ID** for Fayette County is **JQLJVC**. Not all features are available in the Mobile App. For example, you must login to the web-based portal to make changes to your Contact information.