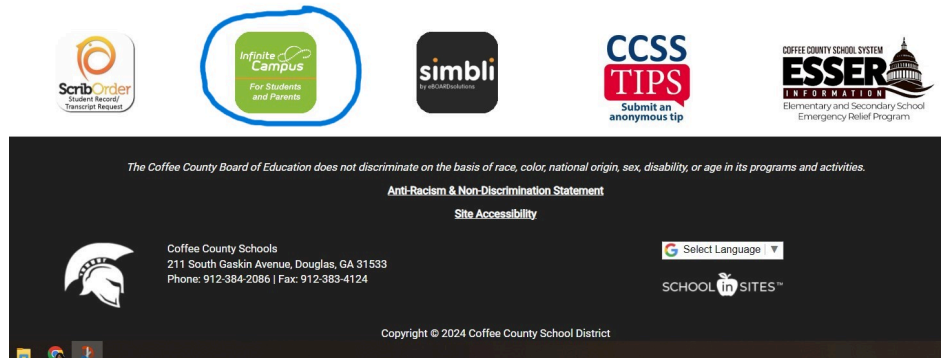


# PARENT CAMPUS SETUP INSTRUCTIONS

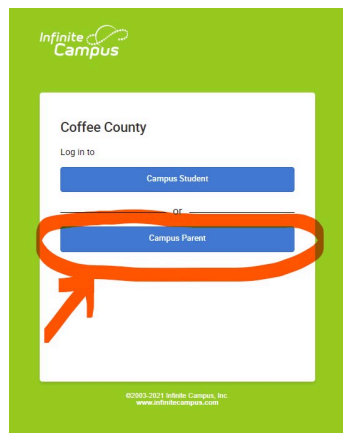
(First time; Parent has **NEVER** had an account)

→ Go to [coffee.k12.ga.us](https://coffee.k12.ga.us) website.

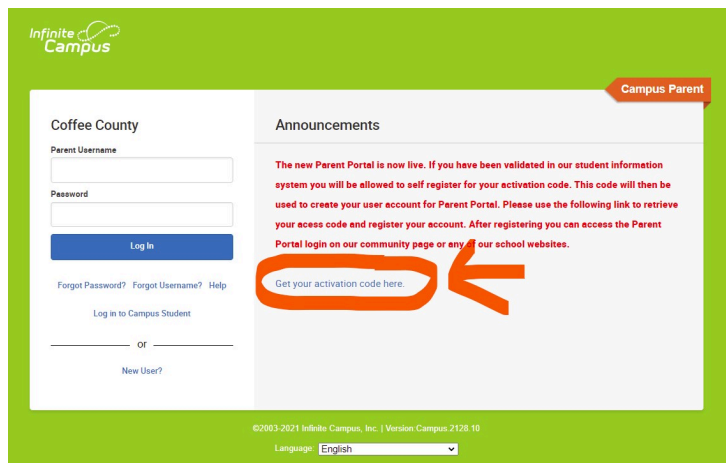
→ Click on **Infinite Campus icon** at bottom of CCSS website page:



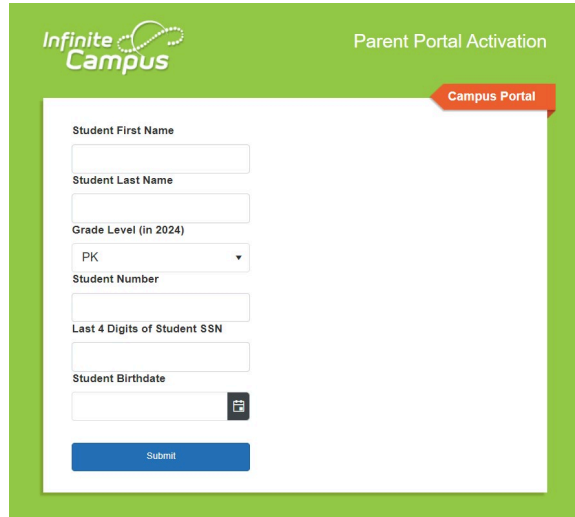
→ Click on the **Campus Parent** box:



→ Click on **"Get Activation Code Here"** link:

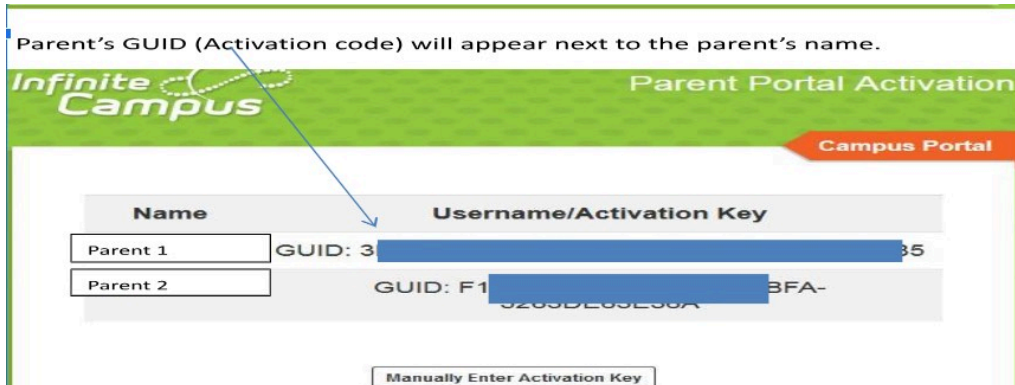


- Parent must enter the following information for their student:
- ◆ Student's ID#
  - ◆ Last 4 digits of student's SSN
  - ◆ Student's Date of Birth
  - ◆ Parents of multiple children: complete the information for ONE student. All students connected to the parent will be linked in the Parent Portal account once set up. "One & Done"



The screenshot shows the 'Parent Portal Activation' form on the Infinite Campus website. The form is set against a green background with the Infinite Campus logo at the top left. A red 'Campus Portal' button is at the top right. The form fields include: Student First Name, Student Last Name, Grade Level (in 2024) with a dropdown menu showing 'PK', Student Number, Last 4 Digits of Student SSN, and Student Birthdate with a calendar icon. A blue 'Submit' button is at the bottom.

- Click **"SUBMIT"**
- Write down the GUID for the appropriate parent.
- Click on **Manually Enter Activation Key**



The screenshot shows the results of the activation process. At the top, a message states: 'Parent's GUID (Activation code) will appear next to the parent's name.' Below this is a table with two columns: 'Name' and 'Username/Activation Key'. The table lists 'Parent 1' and 'Parent 2'. A blue arrow points from the message to the GUID for Parent 1. At the bottom, there is a button labeled 'Manually Enter Activation Key'.

| Name     | Username/Activation Key             |
|----------|-------------------------------------|
| Parent 1 | GUID: 3 [redacted] 35               |
| Parent 2 | GUID: F1 [redacted] BFA- [redacted] |

- Enter the GUID (Activation Key) provided
- Click **Submit**

The screenshot shows the 'Activating your Campus Portal account' page. At the top, the Infinite Campus logo is on the left, and 'Transforming K12 Education®' is on the right. Below the logo, the title 'Activating your Campus Portal account' is centered. To the right of the title, there is a red 'Campus Portal' button and a 'Coffee County' link. The main text states: '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.' Below this, there is a label 'Activation Key' and a form with five input fields separated by hyphens. A 'Submit' button is located below the form. At the bottom, there is a language dropdown menu set to 'English' and a copyright notice: '©2003-2019 Infinite Campus, Inc.'

- Create a Username & Password

Parent will now create a Username and Password

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. Below the logo, the title 'Campus Portal account creation' is centered. To the right of the title, there is a red 'Campus Portal' button and a 'Coffee County' link. The main text states: 'Welcome [ ] 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.' Below this, 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 located below the 'Verify Password' field. At the bottom, there is a language dropdown menu set to 'English' and a copyright notice: '©2003-2019 Infinite Campus, Inc. www.infinitecampus.com'

Parent Portal Account is now created.

- Click **"BACK TO LOGIN"**
- Enter Username & Password just created.
- Enter an active EMAIL ADDRESS twice.
- Enter Campus Account Password.