

How to Create an Infinite Campus Account

(For users who have never had an account before)

1. Access Infinite Campus here: <https://icampus.coffee.k12.ga.us/campus/portal/coffee.jsp>

OR go to the link on the Coffee County Schools website: <http://www.coffee.k12.ga.us/>

2. Select "Campus Parent"

3. Click on "Get your activation code here."

4. Enter the following information:

- Student's First and Last Name
- Student's Grade Level
- Student's five-digit ID number
- Student's Social Security Number (Last 4 Digits)
- Student's birthdate
- Click "Submit"

5. Parent's name and GUID (the Activation Key) will appear

6. Write this number down

7. Click "Manually Enter activation Key"

★ If you don't see this, go back to the Infinite Campus log in page and click on "New User"

8. Enter the GUID (Activation Key) in the boxes

9. Click "Submit"

10. Create a username

11. Create a password

★ IMPORTANT: Keep a copy of this information for future use.

12. Click "Back to Login"

13. Enter the Username and Password you just created.

14. Enter an ACTIVE email address.

15. Re-enter email address

16. Enter Infinite Campus password

17. Click "Save"

Your Infinite Campus Parent Portal account has been created. Log in to the Infinite Campus Parent Portal using the username and password just created.