## PARENT CAMPUS SETUP INSTRUCTIONS (First time; Parent has NEVER had an account)

### $\rightarrow$ Go to <u>coffee.k12.ga.us</u> website.

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



## →Click on Campus Parent box:



→ Click on "Get Activation Code Here" link:

	Campus Pare
Coffee County	Announcements
Perent Username Password	The new Parent Portal is now live. If you have been validated in our student information
	system you will be allowed to self register for your activation code. This code will then be
	used to create your user account for Parent Portal. Please use the following link to retrieve
Log In	Portal login on our community page or any of our school websites.
Forgot Password? Forgot Username? Help	Get your activation code here.
Log in to Campus Student	
or	
New User?	

- → Parent must enter the following information for their student: ID#, Last 4 digits of SSN, and Date of Birth.
  - Parents of multiple children: complete the information for ONE student. All students connected to parent will be linked to in Parent Portal account.
- →Click "SUBMIT"
- $\rightarrow$ Write down the GUID for the appropriate parent.
- →Click on Manually Enter Activation Key



Darant's CVIID (Activation code) will appear

ofinite Campu	S		Parent Po	ortal Activatior
				Campus Portal
Name		Username/Ac	tivation Key	
Paren	GUID: 3			3 <mark>5</mark>
Parent	GUI	D: F1	BI	=A-
	Manu	ually Enter Activation	Key	

# →Enter GUID (Activation Key) provided →Click on Submit



#### Darant will now create a licername

Infinite Campus	Transforming K12 Education®
	Campus Portal
Campus Portal account creation	Coffee County
Welcome you are now ready to creat and password that you will use to access Camp Username	e your Campus Portal account. You must enter a user name nus Portal in the future.
Password 0%	_
Verify Password	
Create Account	
English ezoo3-zo15 www.in	a Infinite Campus, Inc. Binificampus.com

### Darant Dortal Account is

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