

Sign Up

Scan the QR Code to **GET STARTED** on creating a New Parent Infinite Campus account.

If you have any questions, need assistance in setting up your Infinite Campus account, or filling out the Digital Handbook forms, please contact your

Family Engagement Liaison: Erica Abram at
478-210-8312 or erica.abram@hcbe.net



Infinite Campus Worksheet

WARNER ROBINS HIGH SCHOOL

Creating a New Parent Account

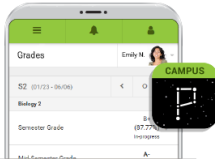


Infinite
Campus
Parent



Once you set up your **PARENT** account, download the app to your mobile device to take advantage of everything Infinite Campus has to offer and stay up-to-date. It is vital parents have an IC account to stay informed on their child's progress.

Infinite Campus Benefits



- ✓ Check grades
- ✓ Monitor attendance
- ✓ Contact Teachers
- ✓ Keep track of assignments
- ✓ Receive important announcements
- ✓ Set notifications

...and so much more

If you need in-person assistance, we are offering an Infinite Campus Workshop drop-in event to set up new accounts or answer questions about the Handbook.

August 10th and 17th, 4:00pm - 6:00pm

STEP

1

Visit the district website at:
<https://www.hcbe.net/infinitecampus>

or scan the QR code above (Infinite Campus Homepage)



Select the "Portal Activation Key" square

STEP

2

Enter the following information:
Student First Name, Student Last Name, Grade Level, Student Number, Last 4 of SSN, Student Birthday (MM/DD/YYYY format).

Click "Submit"

STEP

3

Parent/Guardian Names will appear on this screen. Click your name, then copy the activation key created (not including "Guild:") Then click "Create Portal Account"

***NOTE:** if your name appears along WITH a username, that means you already have an account. Return to the homepage and select the "Parent Portal Login" square and enter that username and your password. If you do not remember your password, contact us for a password reset: (478) 210-8312



STEP

4

Paste the activation key into the next screen then click "submit".

Now choose a username and password and click "Submit".

Congratulations! You have a Parent Infinite Campus Account. Now complete the Online Digital Handbook and download the app for your mobile device.

2023-2024 School Year

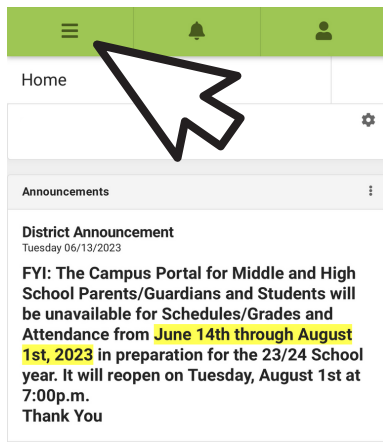
Parents, please complete the required handbook forms online through Infinite Campus from a **laptop or desktop computer**. Make sure you have a **PARENT** account and can access the Infinite Campus Parent Portal.



Digital Handbook

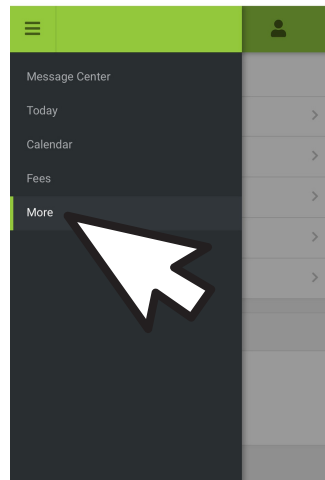
How to access the Handbook on Infinite Campus from your **laptop or computer**. You may use the school issued Chromebook your child has. Just make sure the student is logged out of their student infinite campus account.

STEP
①



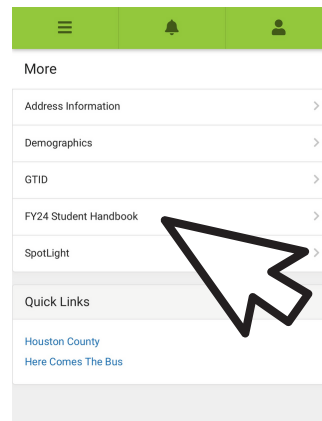
From the IC home page, select the 3 bars in the upper left corner

STEP
②



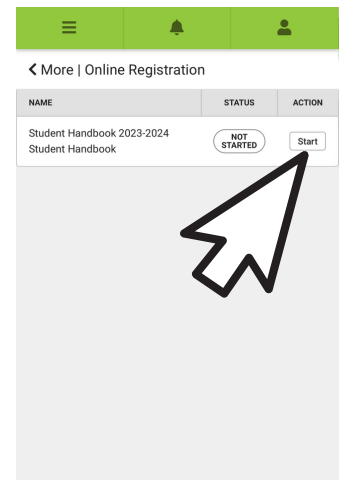
Choose the "More" option

STEP
③



Click the "FY24 Student Handbook" option

STEP
④



Click "Start" and begin filling out your digital forms

Additional notes when completing the online handbook:

- You must complete each heading within the application for each child/student; by choosing "edit".
- Choose save and continue once there are no longer any children/students highlighted in yellow.
- Please be mindful of leaving the main forms screen, you may have to restart the process.
- After all the forms have been completed, sign your name by using your mouse or trackpad.
- Any field with a red asterisk * or highlighted in yellow must be addressed before moving forward.

Common questions about specific handbook forms under the **STUDENT** header:

- **Release Agreement Media:** This form gives consent to WRHS to use any pictures or quotes from your child on social media or in print (example, taking their picture for our Pride Shout Out).
- **Release Agreement Student Active Directory:** This form gives consent to WRHS to use your child's name on social media or print (example, printing their name on the Pride Shout Out flyer).
- **Free and Reduced Meal Application:** WRHS is a C.E.P school and ALL of our students receive FREE breakfast and lunch. You do not need to fill out this form to qualify.