



SUPERINTENDENT OF SCHOOLS
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Dear Parents:

Houston County Schools uses Infinite Campus as their Student Information System. As parents of high school and middle school students, you will be able to view your child's grades, attendance, and messages from the teacher and school. Parents of elementary age students can view attendance and gain access to the SLDS.

As parents, you will be given a "Portal Activation Key" number to access your child's data on our website through Infinite Campus. Each Guardian will have their own "Portal Activation Key" number to access any of your child(ren)'s data who attend Houston County Schools. You will be able to see your child's grades, attendance etc., at this time.

Please follow the directions below to access the portal and receive a "Portal Activation Key." You will use that number to sign on to the portal and set up your parental account.



First Time Login Steps

1. In order to login into Infinite Campus, you must first have a parent portal activation key.
2. In order to retrieve your activation key, visit: <http://www.hcbe.net> and click on the Infinite Campus- Parent Portal, First Time Login Option on the left-hand menu. This will bring you to the following screen.



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3. Enter the requested information: student number (student's lunch number), student's last 4 digits of their social security number, and student's birthday, then press submit.

A screenshot of the Infinite Campus Parent Portal Activation form. The form is set against a green background with the "Infinite Campus" logo in the top left and "Parent Portal Activation" in the top right. A red "Campus Portal" button is in the top right corner. The form contains three input fields: "Student Number", "Last 4 Digits of Student SSN", and "Student Birthdate" (with a calendar icon). A blue "Submit" button is at the bottom.

4. This will give you your activation key.
5. Click the **Manually Enter Activation Key** button located below the Activation Key (you may copy and paste).

A screenshot of the Infinite Campus Parent Portal Activation form, showing the results of the activation process. The form is set against a green background with the "Infinite Campus" logo in the top left and "Parent Portal Activation" in the top right. A red "Campus Portal" button is in the top right corner. The form displays a table with two columns: "Name" and "Username/Activation Key". The "GUID:" is visible next to the activation key, which is obscured by a blue blur. A red box highlights the "Manually Enter Activation Key" button at the bottom.



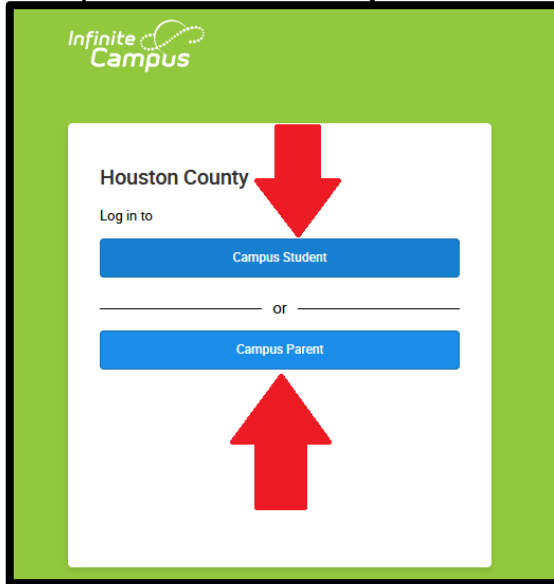
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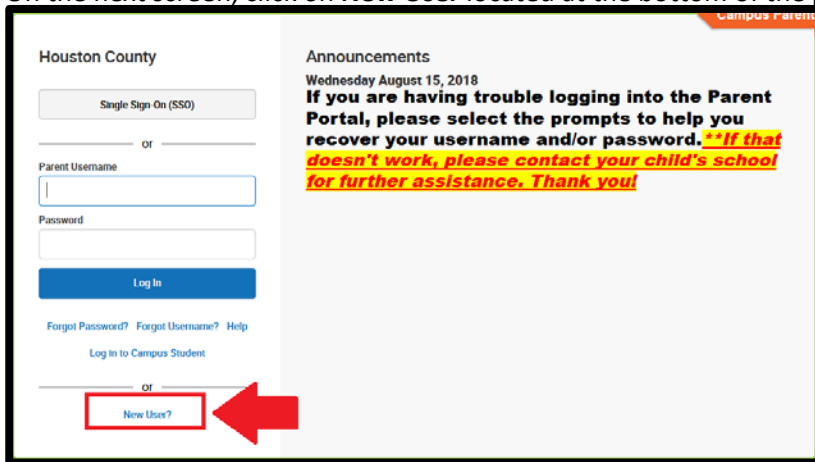
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6. Next you will chose **Campus Student** or **Campus Parent**.



7. On the next screen, click on **New User** located at the bottom of the page





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8. On the next page you will enter your **Activation Key** and click **Submit**.

A screenshot of a web form titled "New User?". The form is white with a black border. It contains the following text: "Activate your Campus Parent account by entering the activation key sent to you by your district." Below this is another line of text: "If you do not have an activation key, please contact your district to obtain one." There is a text input field labeled "Activation Key *". Below the input field is a blue "Submit" button. At the bottom of the form is a link that says "Back to Login".

9. Next you will create your Username and Password. Once you have completed that, click the **Submit** button.

A screenshot of a web form titled "Create Campus Parent Account" with the "Infinite Campus" logo in the top left corner. The form is white with a green border. It contains the following text: "Welcome [blurred name]". There are three text input fields: "Username *", "Password *", and "Confirm Password *". To the right of the "Password *" field is a blue information icon. Below the input fields is a "Password Strength" indicator showing "0%". At the bottom of the form is a blue "Submit" button. Below the button is a link that says "Back to Login".



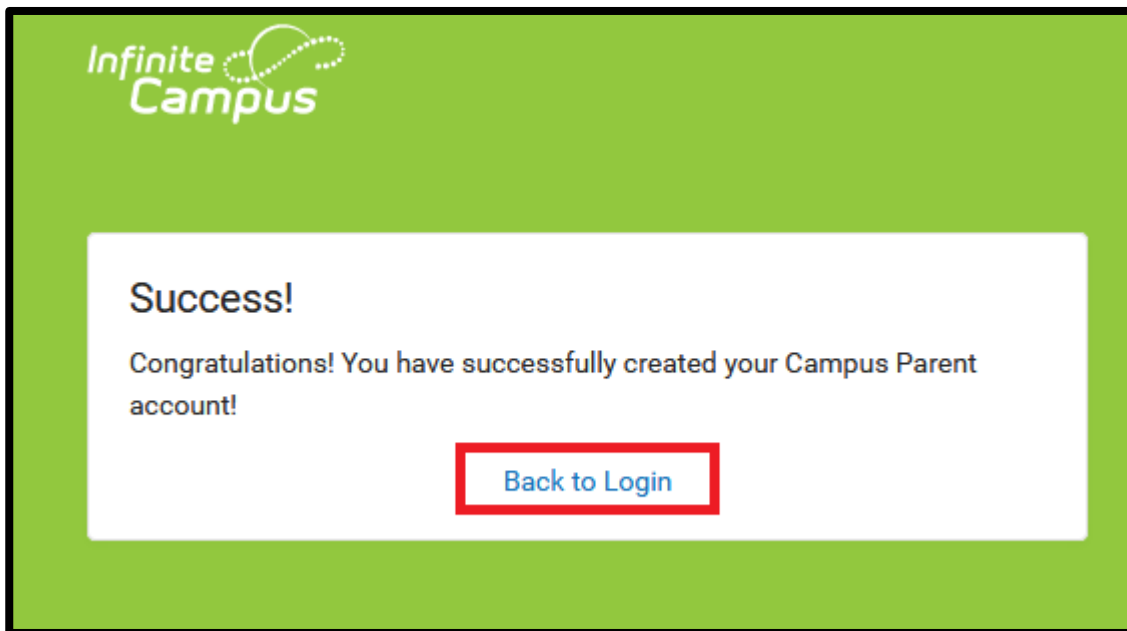
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10. After you have successfully created your Username and Password, there will be a link that says [Back to Login](#). This will take you to the IC Parent Portal login page.



11. Now you may login to your Parent Portal Account.



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**If you are unable to log in, please contact your Child's School for assistance*

Infinite Campus

Campus Parent

Houston County

Single Sign-On (SSO)

_____ or _____

Parent Username

Password

Log In

[Forgot Password?](#) [Forgot Username?](#) [Help](#)

[Log In to Campus Student](#)

_____ or _____

[New User?](#)

Announcements

Wednesday August 15, 2018

If you are having trouble logging into the Parent Portal, please select the prompts to help you recover your username and/or password. **If that doesn't work, please contact your child's school for further assistance. Thank you!