

# Parent Portal Quick Sheet

Step 1. <https://www.atlantapublicschools.us/Domain/7741>

Step 2. Click Parent Portal Activation Key

## New Parent Portal User

New Parent Users can request a Parent Portal Activation Key using the online Parent Portal Key Request or the parent can visit the school and present a valid photo ID. The Parent Portal Activation Key cannot be provided over the phone.

## [CLICK HERE >>](#) **PARENT PORTAL ACTIVATION KEY**

- The **Student Number** can be found on your student's report card or transcript.
- The portal activation application also requires the **student's social security number (SSN)**.
- If you did not provide your child's SSN at enrollment/registration, please contact the school's main office during open school hours to get your child's assigned SSN-like number. *This number cannot be provided over the phone. You will need to present a valid photo ID at your child's assigned school.*

Activate Windows  
Go to Settings to activate Windows.

Step 3. Enter student information and click submit.

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## Portal Activation Key Lookup

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Student Number:	<input type="text"/>
Student SSN:	<input type="text"/> 999999999 (no dashes)
Student Birthdate:	Month: <input type="text" value="1"/> ▼
	Day: <input type="text" value="1"/> ▼
	Year: <input type="text"/> (4 Digit Year)
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

Step 4. If you have previously created a Parent Portal Username then it will appear if not the GUID is your activation key. Please write down your activation and click Activate Your Parent Portal Account Now.

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## Portal Activation Key Lookup

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TA	:	Username:	
TA	:	Username:	
Ma	:	GUID: 41E	405

[Activate Your Parent Portal Account Now](#)

Step 5. Another screen will display >> Activating your Campus Portal Account.



Infinite Campus Transforming K12 Education®

Campus Portal

Activating your Campus Portal account

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.

Activation Key

EAD16296 - 7C23 - 4887 - BE58 - 56B05248F1D

Submit

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Step 6. Click the Submit button. The Activation Key will be verified, and when approved, a screen will prompt the user to create a username and password.

Creating your password

#### USERNAME AND PASSWORD CREATION

Enter a Username. Use an alphanumeric (both letters and numbers) username.

Enter a Password. Use an alphanumeric password. Passwords should be at least 6 characters long. If system preferences have been set to require a Strong Password, it must meet three of the four qualifications:

A lower case letter (a, j, r, etc.)

An upper case letter (A, J, R, etc.)

A number (3, 7, 1, etc.)

A symbol (@, %, &, etc.)

Re-enter the password in the Verify Password field.

Click the Create Account button.