Parent Portal Quick Sheet

Step 1. https://www.atlantapublicschools.us/Page/48412

Step 2. Click Parent Portal Activation Key Look up

New Parent Portal User - Part 1 - Request a Parent Portal Activation Key

To request a Parent Portal Activation Key:
  ◦ visit the **Parent Portal Activation Key Lookup** page OR
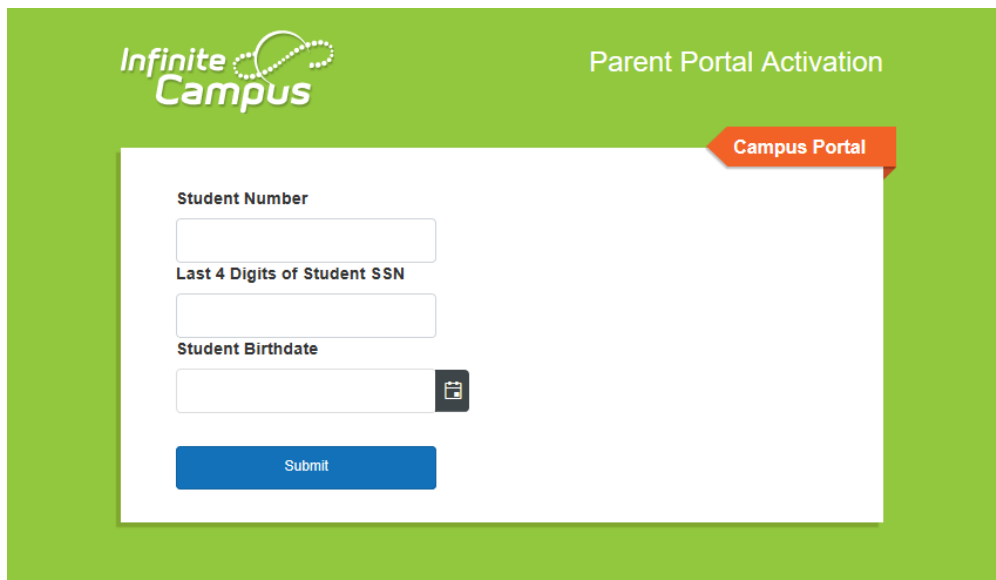 ◦ visit your child's school and present a valid photo ID.
Please note: the Parent Portal Activation Key cannot be provided over the phone.

What you'll need before registering:
  ◦ Your child's Student Number (It can be found on your student's report card or transcript.)
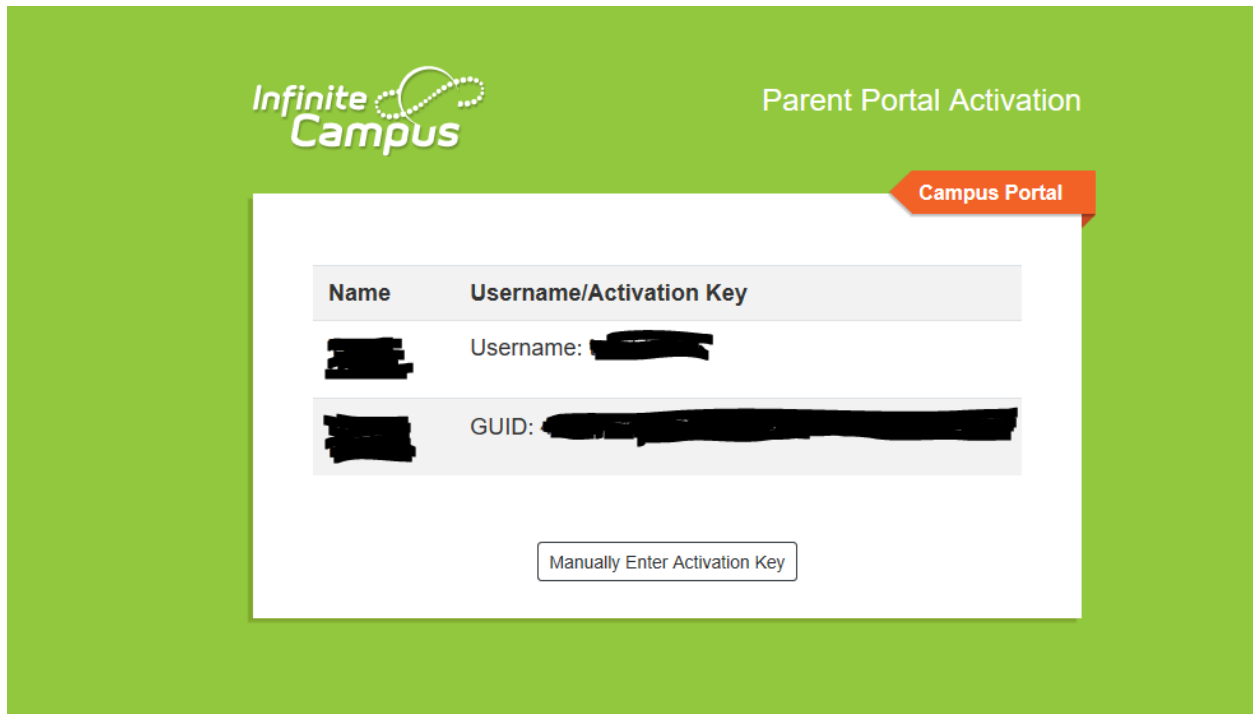 ◦ Your child's Social Security Number (SSN) or the SSN-like number* assigned to your child.
*If you did not provide your child's SSN at enrollment/registration, they were assigned an SSN-like number. To receive that number, you will need to **visit the school's main office and present a valid photo ID**.

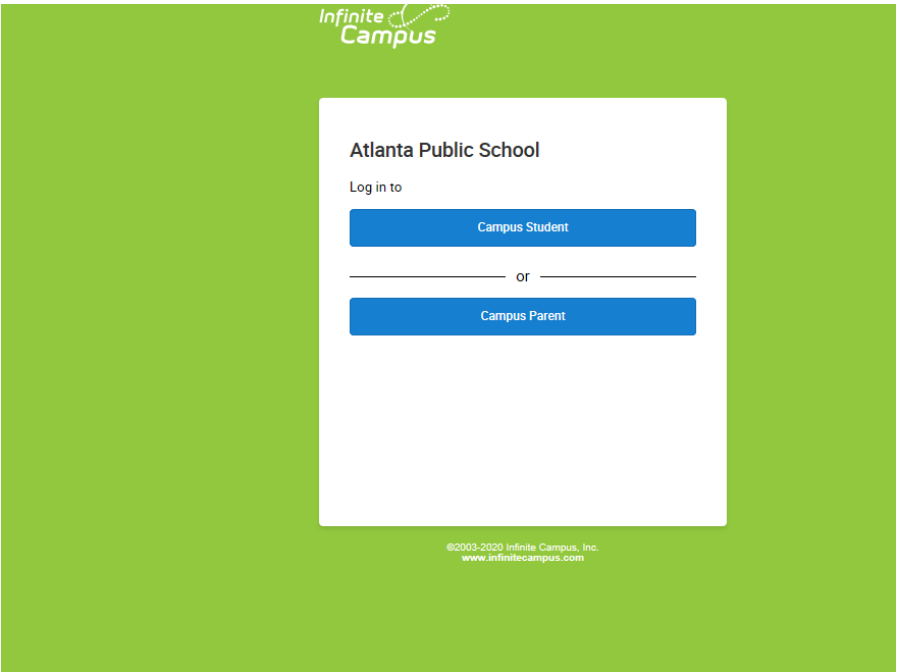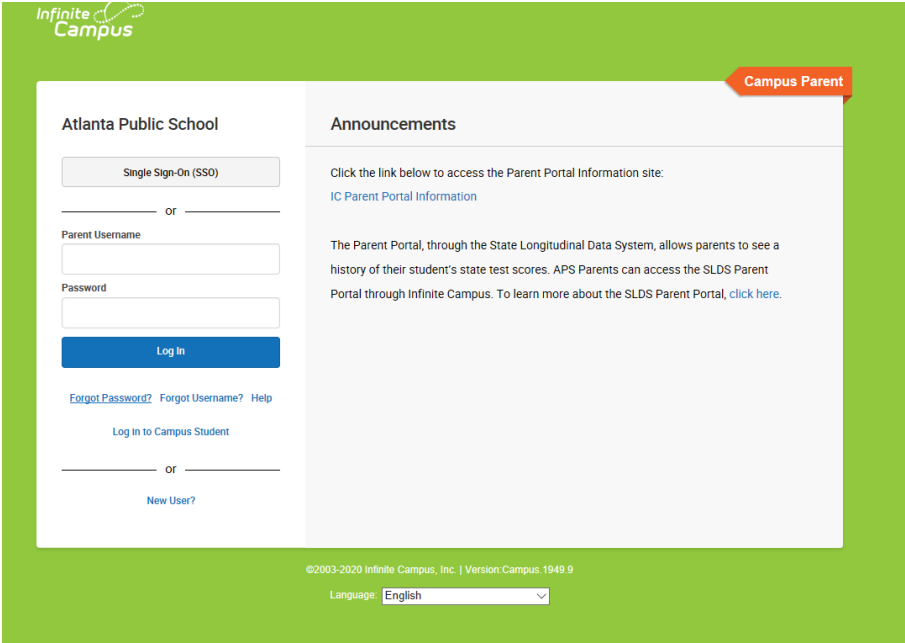Step 3. Enter student information and click submit.

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 or copy your activation key** and click Manually Enter Activation Key.

Step 5. Another screen will display click Campus Parent

Next Click New User

Step 6. Enter activation key and 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.

Step 7. Creating your password

USERNAME AND PASSWORD CREATION

Creating your user name and password

- **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.