

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.

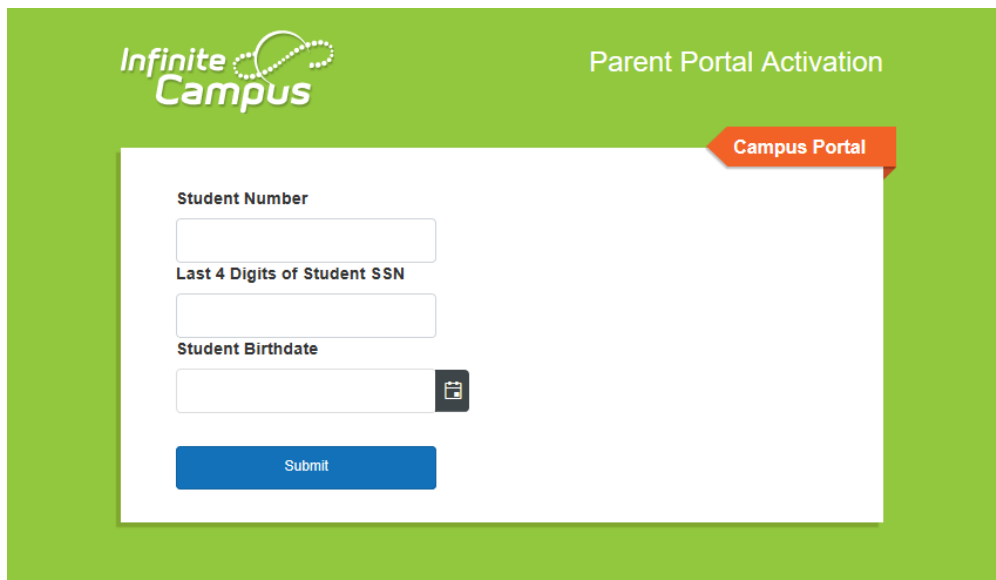
Please note: the Parent Portal Activation Key cannot be provided over the phone.

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.

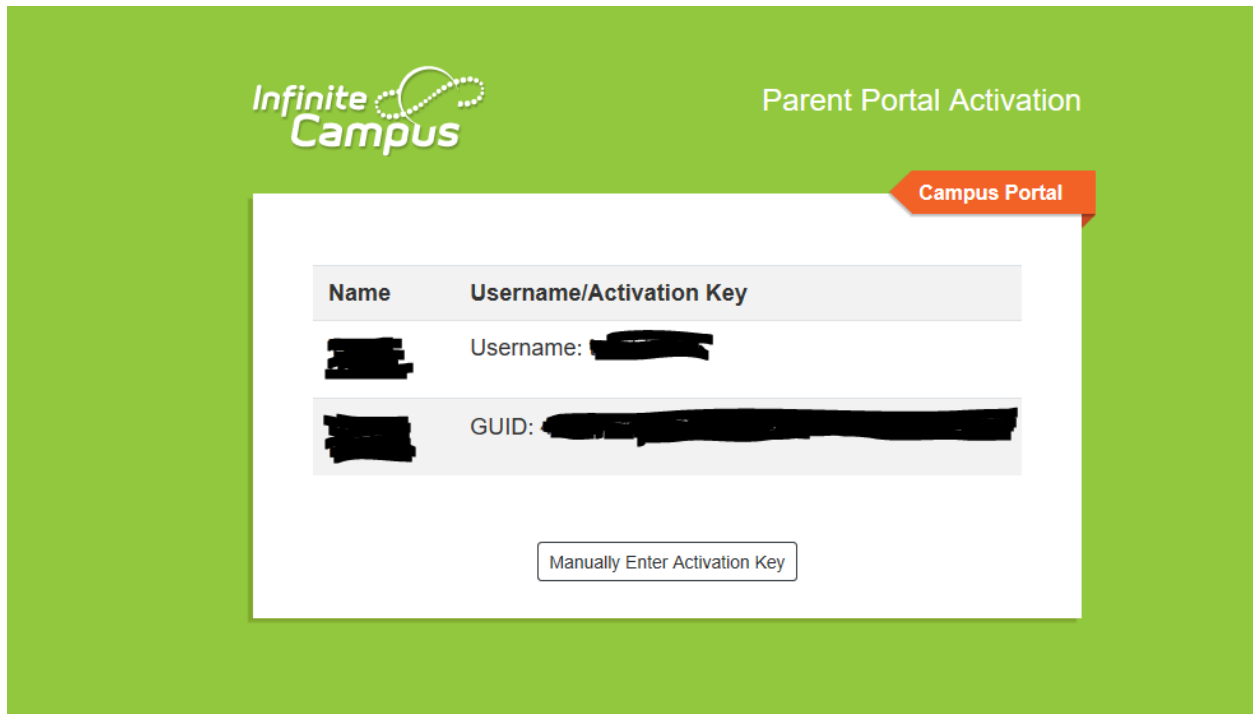
*If you did not provide your child's SSN at enrollment/registration, they were assigned an SSN-like number. To receive that number, you will need to **visit the school's main office and present a valid photo ID.**

Step 3. Enter student information and click submit.

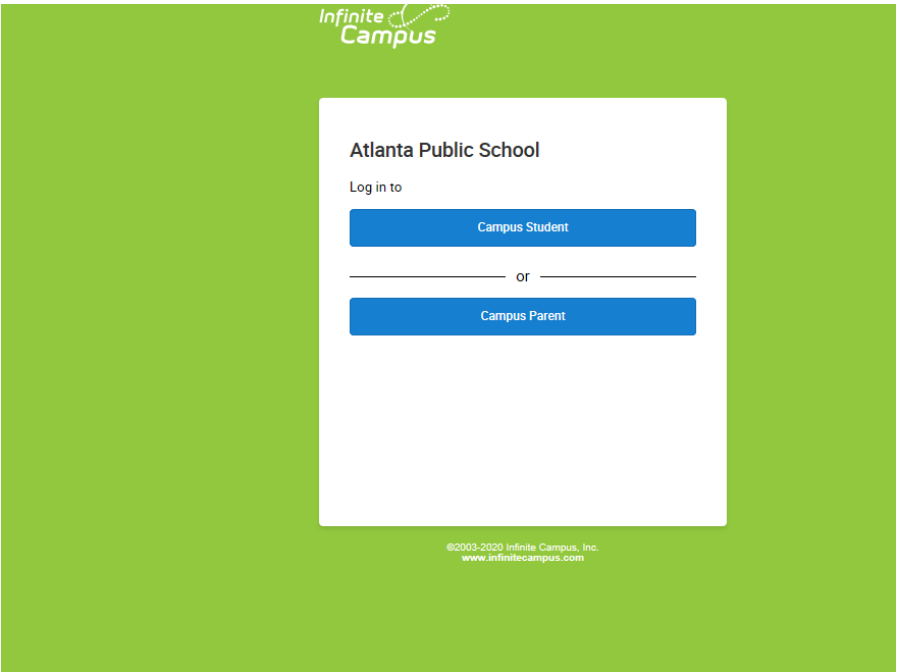


The screenshot shows the 'Parent Portal Activation' form on the Infinite Campus website. The form is set against a green background. At the top left is the 'Infinite Campus' logo, and at the top right is the text 'Parent Portal Activation'. A red button labeled 'Campus Portal' is positioned above the form. The form itself is white and contains three input fields: 'Student Number', 'Last 4 Digits of Student SSN', and 'Student Birthdate'. The 'Student Birthdate' field includes a calendar icon. Below the input fields is a blue 'Submit' button.

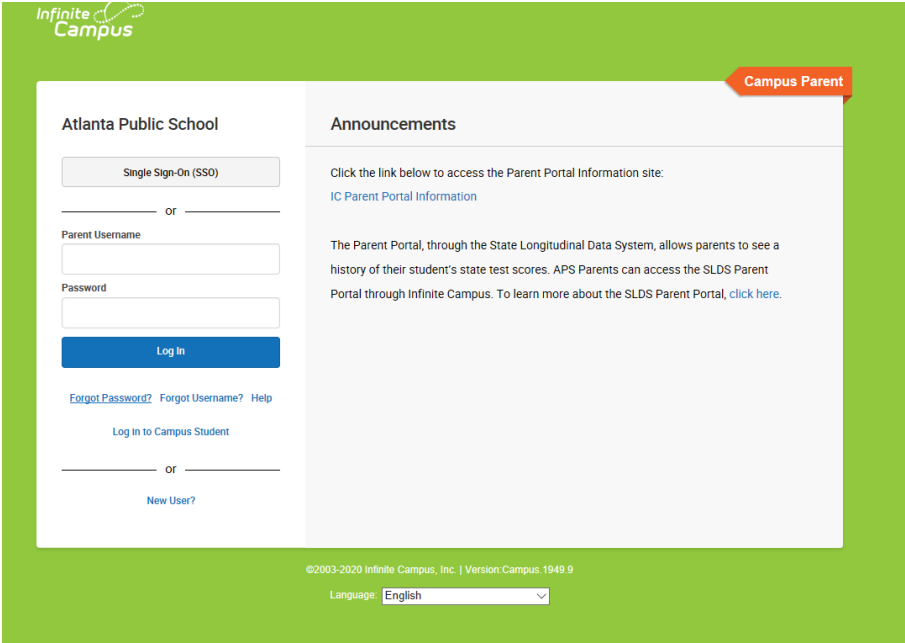
Step 4. If you have previously created a Parent Portal Username then it will appear if not the GUID is your activation key. **Please write down or copy your activation key** and click Manually Enter Activation Key.



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.



New User?

Activate your Campus Portal account by entering the activation key sent to you by your district.

If you do not have an activation key, please contact your district to obtain one.

Activation Key *

Submit

[Back to Login](#)

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.