To the Parent/Guardian of:　　**[STUDENT NAME]**　　School:　　　　**[SCHOOL NAME]**

The Barstow Unified School District is committed to providing parents with the information they need to help their students be successful. The Infinite Campus Student Data System provides a comprehensive Parent Portal, which will give parents access to attendance, grades, and other information for their students. Parents may establish an account in the Parent Portal and, through that account, access up-to-date, key information about all of the students in their family.

Directions to access the Portal and create your user account are on the BUSD webpage at www.busdk12.com, as well as at the bottom of this letter. You will use your GUID number, provided below, to set up your Parent Portal account. Once you have logged in, you will no longer need the GUID number.

Name:　　　　　　　　**[PARENT/GUARDIAN NAME]**
GUID number:　　　　**[GUID NUMBER ENLARGED AND HIGHLIGHTED]**

Directions to Access the Parent Portal:
In order to create a Parent Portal account, each Parent/Guardian must complete the following steps:

1. Upon receipt of the Activation Code (GUID number above), go to www.busdk12.com.
    - From a desktop or laptop, click on the Quicklinks button (looks like a little chain-link) and click on Infinite Campus.　STUDENTS PARENTS ➡
    - From a cell phone, click on the menu tab in the top left corner, click the plus sign next to Quicklinks, and click on Infinite Campus. **(We recommend setting up your account on a desktop or laptop computer.)**
2. Click on 'New User?' at the bottom of the white box.
3. Enter the GUID number (also referred to as the 'Activation Key') provided in your letter. Click submit.
    - If the Activation Code (GUID number) does not work, (1) check to make sure it has been entered correctly and (2) if there is still an issue, contact the troubleshooting numbers provided on the screen for assistance.
4. Choose your username and password, then re-confirm your password. Click submit.
5. After your account has been created, return to the Log-in Screen and enter your Username and Password to access your account. **You will not have to use the Activation Code again.**
6. Once you have signed in, please check to make sure you have access to all of your students. If you do not see all of your students, contact the Central Enrollment Center for assistance @ 760-255-8800.

Once you have initially signed in via the school district website, you can download the Campus Parent app to your phone. In your App Store, search for Campus Parent.