

Dear Parents:

Chickamauga City Schools uses Infinite Campus as their Student Information System. You will be able to view your child's grades, attendance, and messages from the teacher and school. Parents had this opportunity with our old system as well; however, we believe that the new system will be easier for you to navigate and use. We delayed opening the portal to parents to ensure that the data we have is accurate. As we progress, there will be "tips" available on our website at the Infinite Campus link to assist you.

All students and parents will have their own Portal Account. Student accounts have already been created using the following "Student Number aka Lunchroom Number" as the username and the "<first name initial><last name initial><birthdate MMDDYY>" as the password. Below you will find the directions to create parent accounts. After you have created your account please take a moment to update your family information and update non household emergency contacts.

As parents, you will be given a "Portal Activation Key" number to access your child's data on our website through Infinite Campus. You will have only one "Portal Activation Key" number to access any of your child(ren)'s data who attend Chickamauga City Schools. You will be able to see your child's grades, attendance etc.

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:
https://gacloud1.infinitecampus.org/campus/K12_Custom/cParent/index?appName=chickamauga 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.

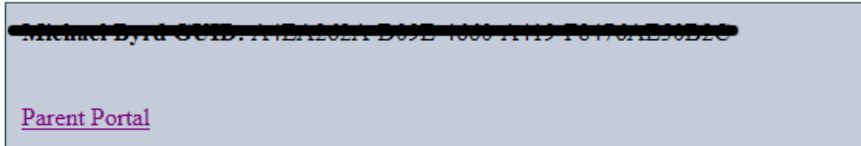
A screenshot of the "Infinite Campus Portal Activation Key Lookup" form. The form has a header with the Infinite Campus logo and the title "Portal Activation Key Lookup". Below the header, there are input fields for "Student SSN:" (with a placeholder "00000000 (no dashes)"), "Student Birthdate: Month:" (a dropdown menu), "Day:" (a dropdown menu), and "Year:" (with a placeholder "(4 Digit Year)"). At the bottom of the form, there are two buttons: "Submit" and "Reset".

3. Enter the requested information: student's SSN (social security number), and student's birthday, then press submit.
4. This will give you your activation key.



Portal Activation Key Lookup

Parent Portal Activation Key Lookup



5. Either print out the activation key or write it down. This activation key is a long number/letter combination.
6. Then click Parent Portal. This will bring you back to the login screen.
7. Once on the login screen, click the orange Help option (bottom right drop-down option) and select "If you have been assigned a Campus Portal Activation Key," *click here*.



8. This will bring you to a new screen. Enter your activation key and click Submit.

The screenshot shows the Infinite Campus website with the header "Transforming K12 Education". The main content area is titled "Activating your Campus Portal account" and includes a "Campus Portal" tab. Below the title, there is a sub-header "Activating your Campus Portal account" and a link "Click here to sign in". The text reads: "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." Below this is a section for "Activation Key" with five input fields and a "Submit" button. At the bottom, there is a footer with "In English | En Español | 1-800-451-1234" and "©2015 Infinite Campus, Inc. www.infinitecampus.com".

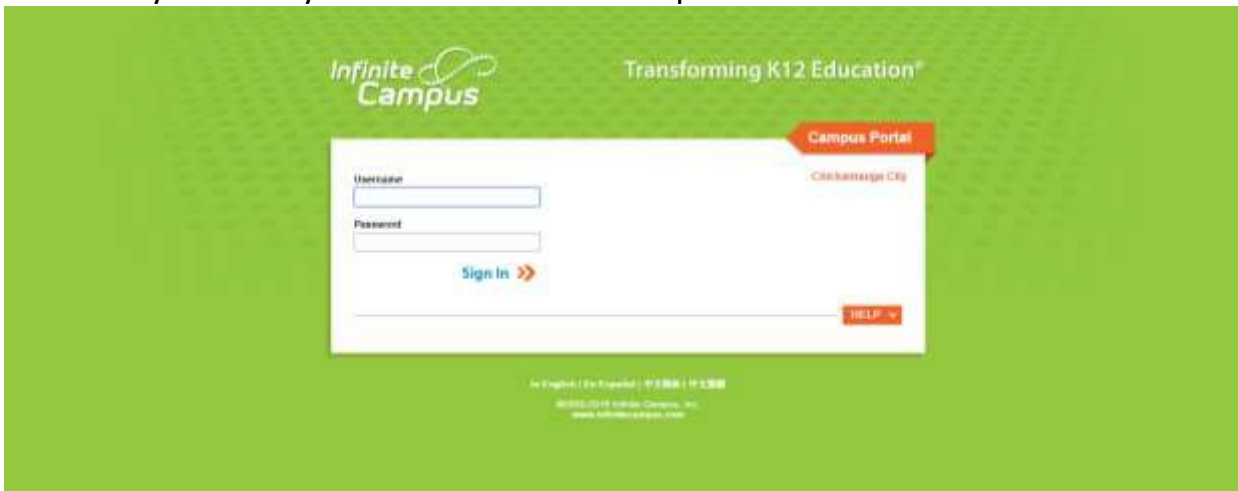
9. Once you hit Submit, you will go to a new screen where you can create your own portal username and password. Once you've entered those, click Create Account.

The screenshot shows the Infinite Campus website with the header "Transforming K12 Education". The main content area is titled "Campus Portal account creation successful!" and includes a "Campus Portal" tab. Below the title, there is a sub-header "Campus Portal account creation successful!" and a link "Click here to sign in". The text reads: "Welcome Stacy Smith, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future." Below this are three input fields: "Username", "Password" (with a strength indicator showing 0%), and "Verify Password". A "Create Account" button is located below the fields. At the bottom, there is a footer with "In English | En Español | 1-800-451-1234" and "©2015 Infinite Campus, Inc. www.infinitecampus.com".

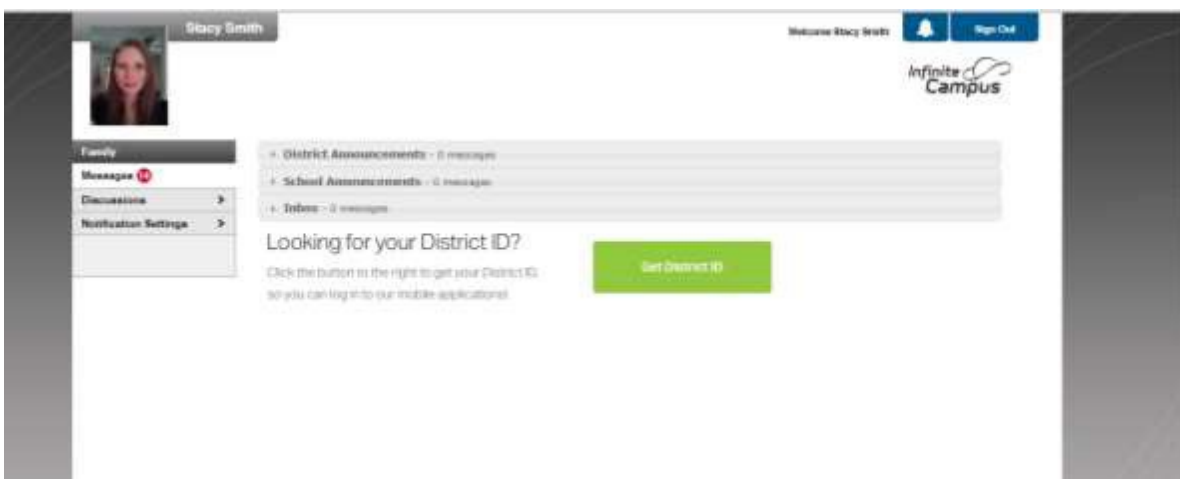
10. Congratulations! You have now created your portal account. Click on the "Click here" option to login to your account.



11. Enter your newly created username and password.



12. You can now view your student's schedule, grades and attendance.



If you have any questions or are unable to successfully set up your parental account, please stacy.smith@glschools.org. We hope these upgrades will enable you to more effectively access your child's grades and attendance.

<https://gacloud1.infinitecampus.org/campus/portal/chickamauga.jsp?status=login>