



# Parent Portal Instructions

## FIRST TIME LOG IN – DO THIS ONLY ONCE

Click on HELP to get the screen for the activation key:

This will allow you to access the page to activate your account:

If you have been assigned a Campus Portal Activation Key, [click here](#)

**\*\*If you do not have an Activation Key Number, you will need to call your school.**

Enter your **Activation Key** and Click **Submit**

You will be prompted to create a **Username** and **Password** - The password needs to be at least 8 characters and include a combination of letters, numbers and/or special characters.

Campus Portal account creation successful! Covington Independent Public

Welcome Loraine Wende, 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.

User Name  
lwende

Password  
●●●●●●●● 100%

Verify Password  
●●●●●●●●

Create Account

Click on **Create Account**

For security reasons, the system will make you create a “strong” password.

You will get a message that your account was created. Select the [click here](#) link to go to the portal to login

Campus Portal

Campus Portal account creation Covington Independent Public Schools

Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page.

Infinite Campus Transforming K12 Education

Campus Portal

Covington Independent Public Schools

User Name

Password

Sign In >>

HELP

You may now log into your account.