

## HOW TO CREATE A PARENT PORTAL ACCOUNT

Please follow the instructions below on how to create a Parent Portal account that will allow you to see your child's/children's school information (grades, schedules, attendance and behavior details).

**STEP 1:** Click on the URL below to open the Parent Portal.

<https://brocktonma.infinitecampus.org/campus/portal/parents/brockton.jsp>

**STEP 2:** Click "New User?"

**STEP 3:** In the next screen copy and paste the Unique Activation Key provided to you in the sign-up email. Click Submit. ***Please reach out to your child's/children's school if you do not have the Activation Key.***

Please reach out to your child's/children's school if you see the below error message after you click submit.

**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 \***

XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX

**!** The activation key you entered has already been used to create a Campus Parent Portal account. Please contact your district for more information.

**Submit**

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**STEP 4:** The next page should have your name at the top. *If you see someone else's name, please reach out to your child's/children's school for assistance.*

Here you will create your username and password.

The password will be accepted once the password strength reaches 100%. Your password should contain capital and lower-case letters, numbers and/or special character to ensure its strength.

Click Submit.

**Create Campus Parent Account**

Welcome **Your Name** ! **STEP 4:**

**Username \***

example@email.com

**Password \*** !

.....

**Confirm Password \***

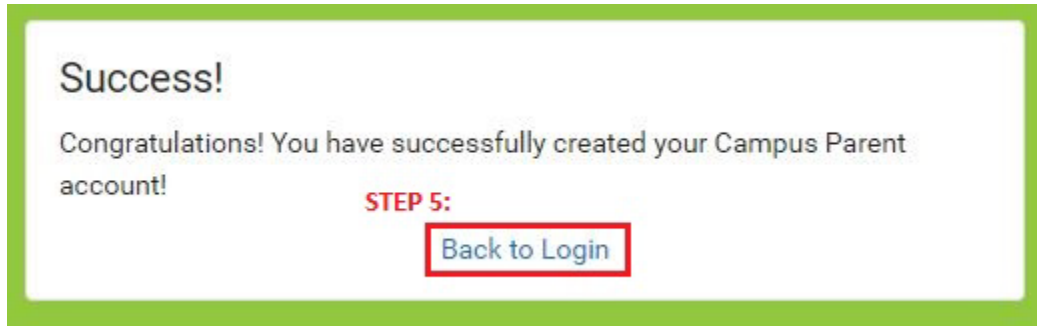
.....

**Password Strength** 100%

**Submit**

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**STEP 5:** Success! You have created your Parent Portal Account. Click “Back to Login”



**STEP 6:** Enter your newly created username and password and click “Login”

