

## Infinite Campus Parent Portal Access

Dear Parent,

The Bibb County School District is pleased to offer our parents the Infinite Campus Parent Portal. This online tool is used for you to keep track of your child's progress. Parents may view their student's grades, attendance, schedule, and more using Infinite Campus Parent Portal.

As parents, you will be given a "**Portal Activation Key**" to access your child's data on our website through Infinite Campus. Each parent/guardian will have their own "**Portal Activation Key**" to access any of your child(ren)'s data who attend Bibb County Schools.

Once your student(s) is/are enrolled, please follow the steps listed 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 personal parent account.

**Step 1:** In order to retrieve your activation key, please go to the [Parent Portal Activation Key](#).

You can also go to the Bibb County School District home page <https://www.bcsdk12.net/> then click on the **Parents** Heading > **Parent Portal** > **Portal Activation Key** Option on the top of the page.



**Step 2:** Enter the requested information: student's first and last name (as shown on the Birth Certificate), grade level, student number (student's lunch number), last 4 digits of the student's SSN, and student's birthday, then click **submit**.

**Note\*\*\*If you did not provide the school with your child's SSN card or if you do not know your child's student number, please contact your child's school for assistance.**

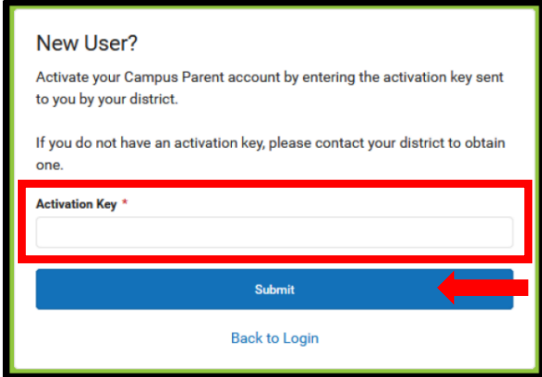
A screenshot of the "Parent Portal Activation" form on the Infinite Campus website. The form is titled "Parent Portal Activation" and "Campus Portal". It contains several input fields: "Student First Name", "Student Last Name", "Grade Level (in 2023)" (with a dropdown menu showing "PK"), "Student Number", "Last 4 Digits of Student SSN", and "Student Birthdate". A "Submit" button is at the bottom. Red arrows point to each of the input fields, and a blue arrow points to the "Submit" button.

**Step 3:** This will give you your Parent **Portal Activation Key**. (you will use this number in **Step 6** – you may copy and paste).

**Step 4:** Click the **Manually Enter Activation Key** button located below the Activation Key number.

A screenshot of the "Parent Portal Activation" form on the Infinite Campus website. The form is titled "Parent Portal Activation" and "Campus Portal". It shows a "Name" field with "Username/Activation Key" and a "GUJID" field with a blue blurred area. A red box highlights the "Manually Enter Activation Key" button at the bottom.

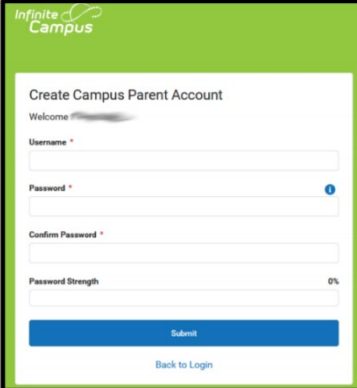
**Step 5:** On the next screen, click on **New User** located at the bottom of the page.



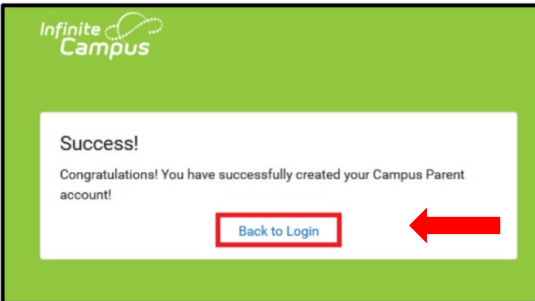
**Step 6:** On the next page you will enter your **Activation Key** (from Step 3) and click **Submit**.

**Step 7:** Next you will create your **Username** and **Password**.

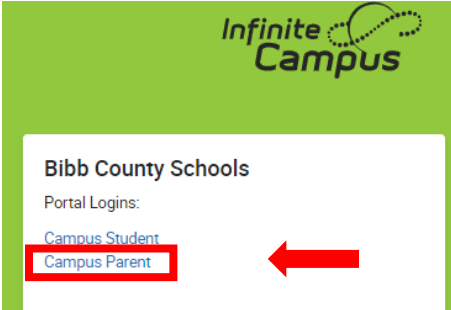
Once you have completed that, click the **Submit** button.



**Step 8:** After you have successfully created your username and password, there will be a link that says **Back to Login**.



This will take you to the **Campus Parent Login** screen.



**Step 9:** Choose **Campus Parent**.

**Step 10:** Login to Campus Parent.

(Enter your Username and Password you created in Step 7).

Select **Log in**

\* Note: if you cannot login, please contact your student's school or request assistance by creating a "[Let's Talk](#)".

