

## Campus Parent Set Up

You will need your unique, one time use Campus Portal Activation Key (GUID) and a computer, tablet, or smartphone with internet access. *Please note that you must use a web browser like Safari, Chrome, or Internet Explorer for the initial setup. After creating your account, you can download and log into the Campus Parent mobile app.*

1

Navigate to Campus Parent by clicking the link on the Park Hill School District webpage at [www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us) -> Parent Resources -> Campus Parent.

2

Click the **New User?** link at the bottom of the screen.

Username  
|  
Password  
Log In  
Forgot Password? Forgot Username? Help  
**New User?**

New user?  
Activate your Campus Parent 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 \*  
B9B9B533 - 5985 - 4009 - 8BBF - DDA38475E8B8  
Submit  
Back to Login

3

Type your GUID/Activation Key into the boxes. Double check to make certain you have typed it correctly, then click submit.  
*If you do not have your GUID, contact your student's school office.*

4

Choose a unique username and password, then click **Submit**. To view the password guidelines, click the  icon.

Create Campus Parent Account  
Welcome **ProudParent123**!  
Username \*  
ProudParent123  
Password \*  
.....  
Confirm Password \*  
.....  
Password Strength 100%  
Submit  
Back to Login

Password Guidelines  
Complex, tricky passwords are not always strong passwords and they're hard to remember! For example, TheBr0wnC@t is a stronger password than !@#%&() because TheBr0wnC@t uses a combination of character types and is long, whereas !@#%&() uses only symbols and is short. A computer program can crack !@#%&() easier than it can crack TheBr0wnC@t. Stronger yet is a pass phrase like The Br0wn C@t because it is longer.  
If you are having difficulty creating a strong password, making it nine characters or longer is often helpful. Try creating a short sentence or pass phrase so it is easy to remember. Be sure to include punctuation, numbers, letters and symbols where it makes sense.

5

Click the link to return to the Login page.

Success!  
Congratulations! You have successfully created your Campus Parent account!  
Back to Login

6

Log in with your new username and password.

7

You will be prompted to enter a recovery account email. This will allow you to retrieve your password if you forget it. Enter your email and Parent Portal password, then click **Save**.

Set Email  
You are required to set an account security email.  
Please enter the email address that can be used for security purposes. An email will be sent to verify the change.  
New Account Security Email  
janedoe123@gmail.com  
Confirm New Account Security Email  
janedoe123@gmail.com  
Enter Campus Password  
.....  
Log Off Save