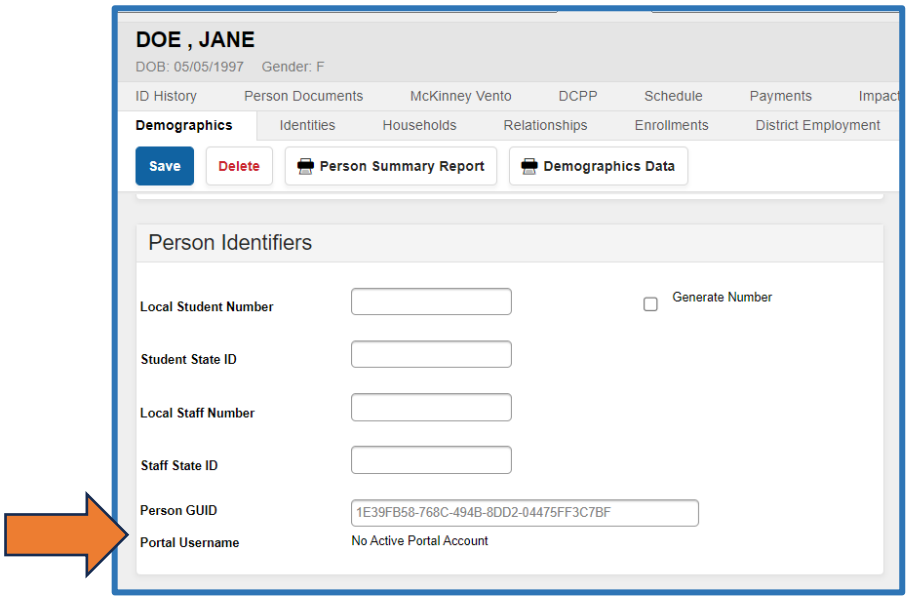
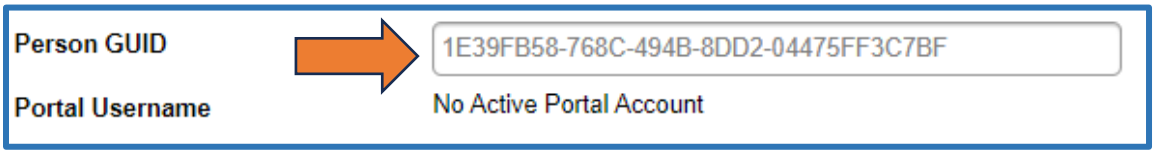
Campus Parent Portal – Create An Account

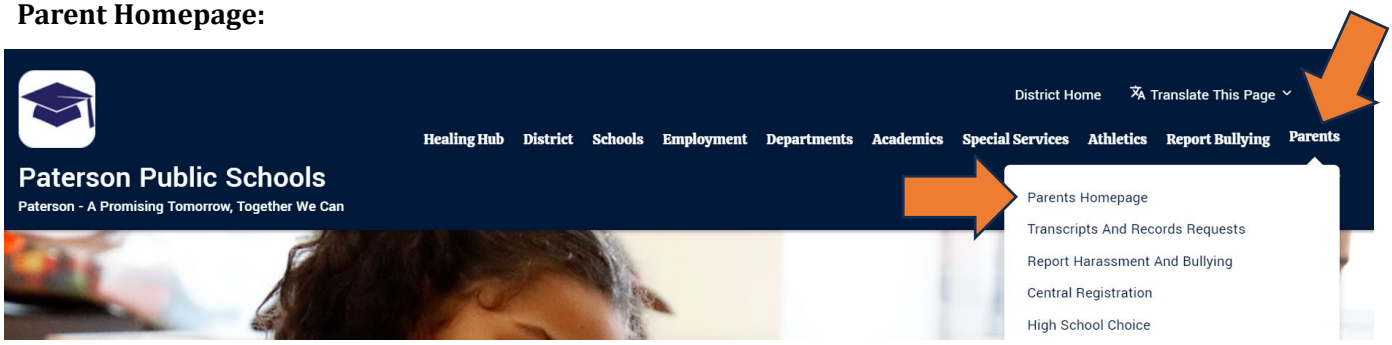
1. Ensure the parent/guardian does not have an existing account by checking the **Person Identifiers** box in the **Demographic** tab, look next to **Portal Username**:



2. If there is '**No Active Portal Account**' you may copy the **Person GUID** otherwise known as the **Activation Key** and paste it into the **Activation Key** box when prompted in Step 7 and 8.
If the parent/guardian has an active portal account, they will enter their information when prompted in Step 6.

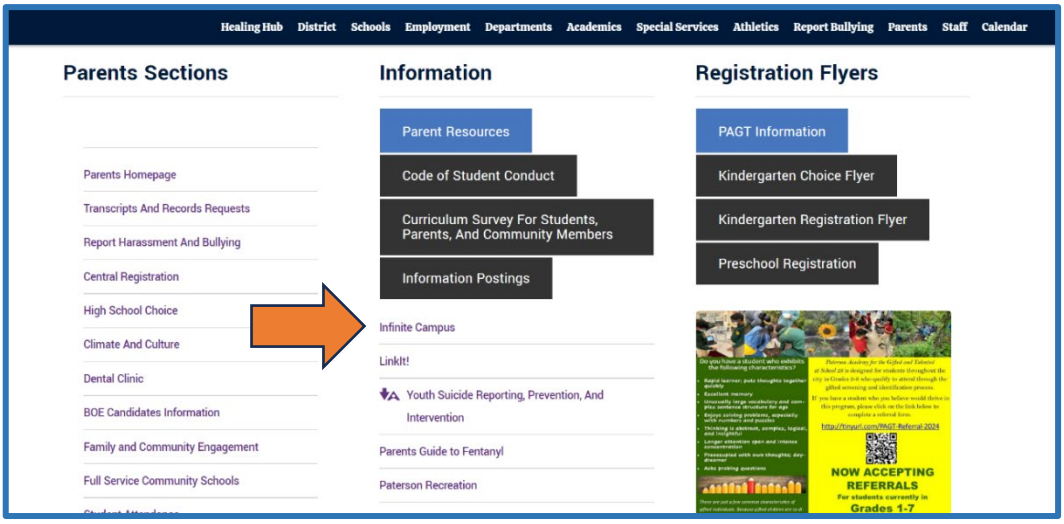


3. Go to the **Paterson Public School** webpage at www.paterson.k12.nj.us , hover over the **Parents** tab, click on **Parent Homepage:**

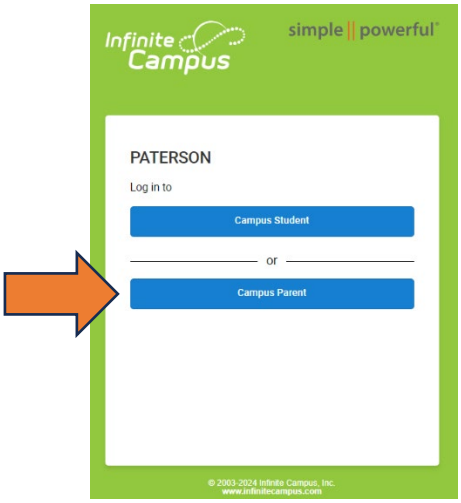


Campus Parent Portal – Create An Account

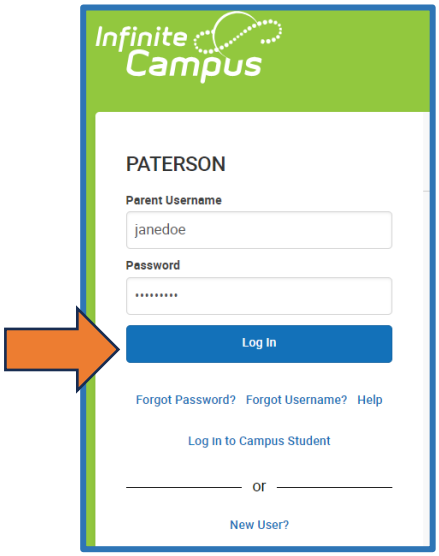
4. Click on **Infinite Campus**



5. Click on **Campus Parent**

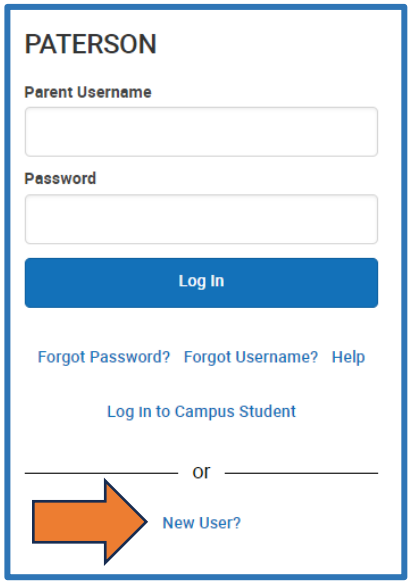


6. If the parent/guardian has their account credentials (username and password), enter the information into the appropriate boxes and click **Log In** as shown below:

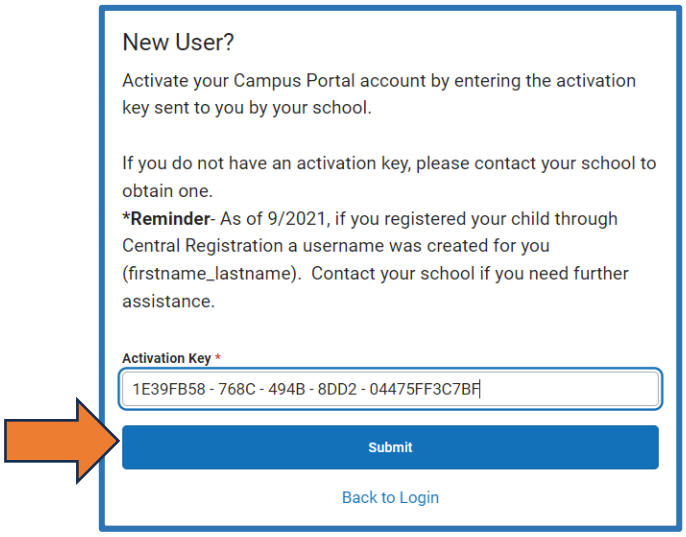


Campus Parent Portal – Create An Account

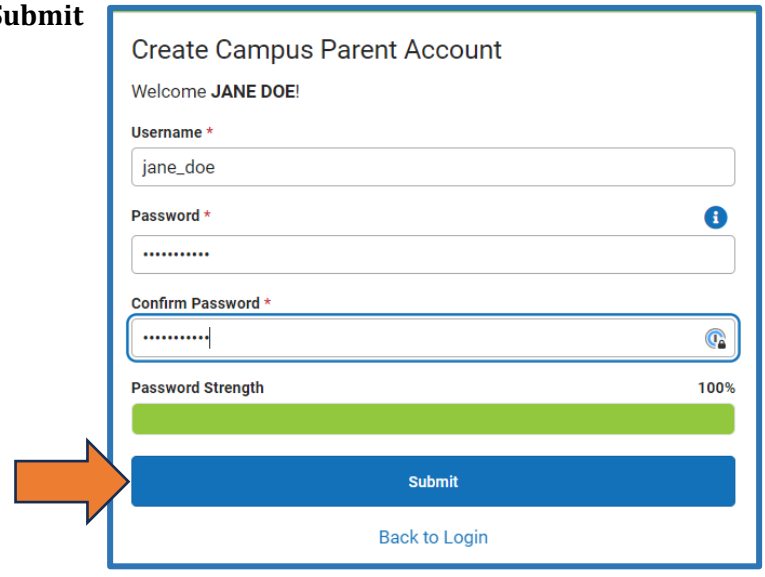
7. If the parent/guardian does not have a username and password, you may create one by clicking on **New User**



8. You will then enter the **Person GUID/Activation Key** as previously shown in Step 2 and click **Submit**

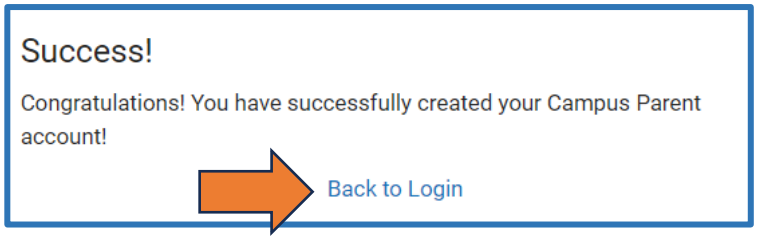


9. Enter the parent/guardian username using the naming convention firstname_lastname, enter the password of your choosing, click **Submit**

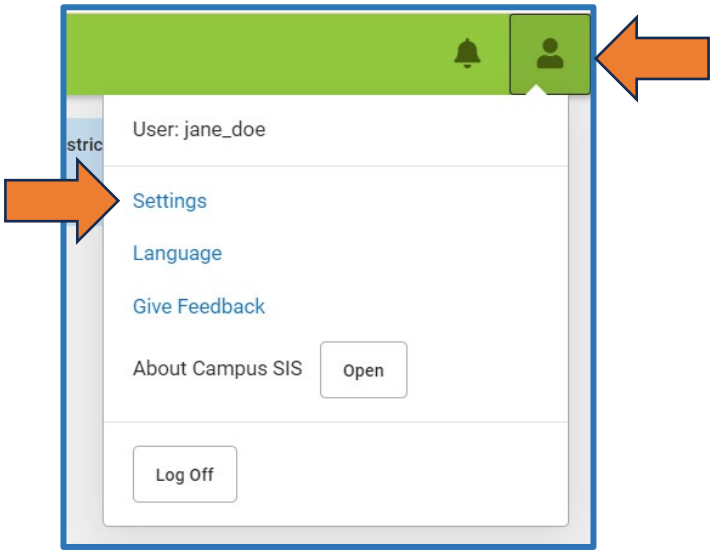


Campus Parent Portal – Create An Account

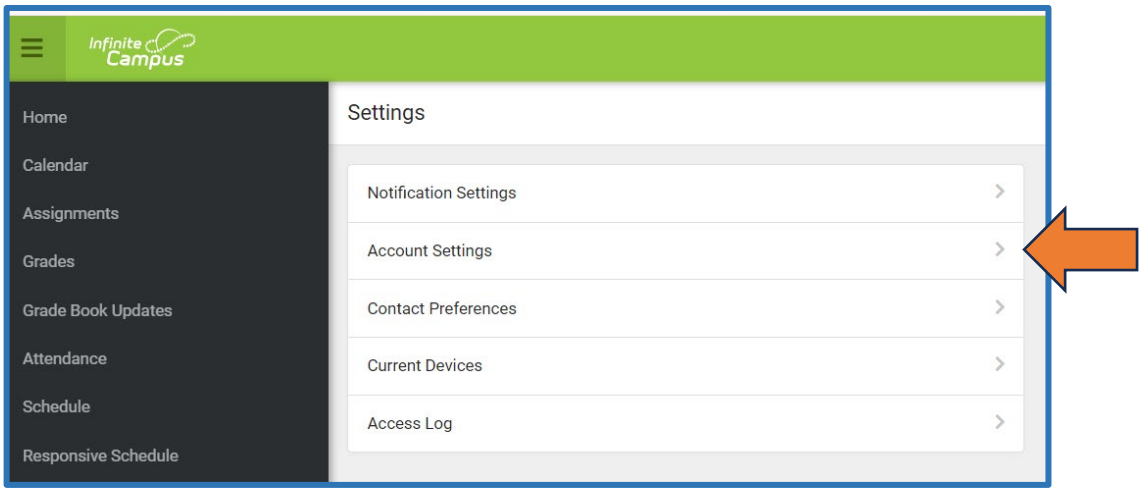
10. You will receive the following message, once you have completed the steps above. Click on **Back to Login** and follow the steps noted in Step 6 to access your account.



11. Once the parent/guardian logs into their account, they should go to person icon  and click on **Settings**



12. Click on **Account Settings**

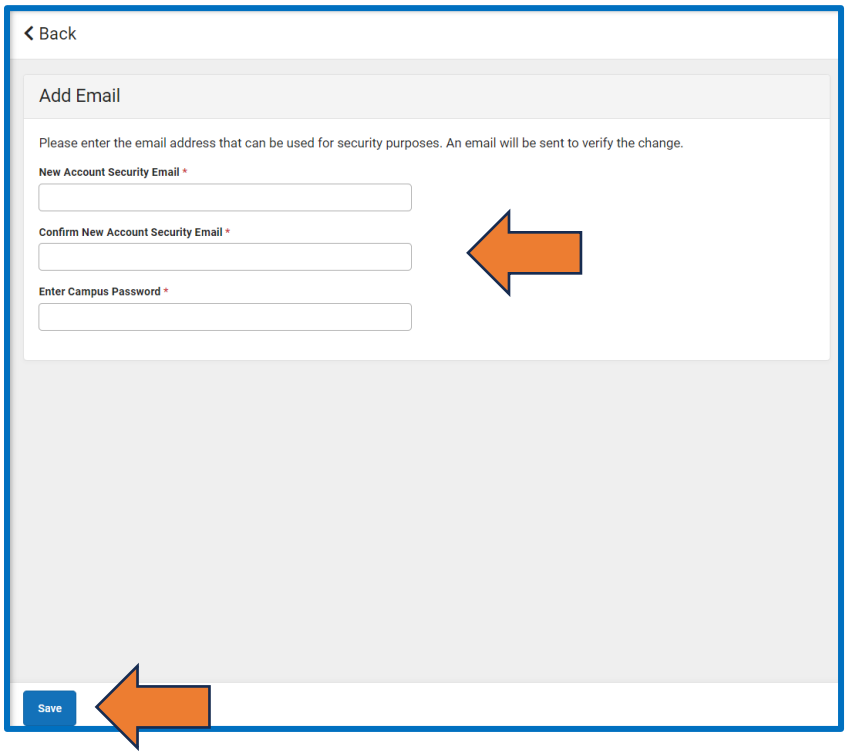


Campus Parent Portal – Create An Account

13. Click on **Add** to enter the parent/guardian information



14. Enter their email address and account password and click **Save.**



The parent/guardian should check for an email from Infinite Campus: **ic_password_support@paterson.k12.nj.us**. Click on the link in the email; After confirming the email address, the parent/guardian should click "forgot password" on the login page. https://patersonnj.infinitecampus.org/campus/portal/parents/paterson.jsp. Recheck Inbox for an email from Infinite Campus and follow the instructions.

Once these steps have been completed, the parent should be able to log into their Parent Portal account. Moving forward, the parent will be able to retrieve forgotten username and/or password by clicking “forgot password” or “forgot username” on the sign-in screen and checking their email for instructions from Infinite Campus.

Campus Parent Portal Video : https://kb.infinitecampus.com/help/campus-parent-portal-video