



Superintendent of Schools
Dr. Mark Scott

Board Members

Fred Wilson, Vice Chairman
Helen Hughes
Hoke Morrow
Bryan Upshaw

Dave Crockett
Lori Johnson
Dr. Rick Unruh

Dear Parents:

Houston County Schools uses Infinite Campus as their Student Information System. As parents of high school and middle school students, you will be able to view your child's grades, attendance, and messages from the teacher and school.

As parents, you will be given a "Portal Activation Key" number to access your child's data on our website through Infinite Campus. Each Guardian will have their own "Portal Activation Key" number to access any of your child(ren)'s data who attend Houston County Schools. You will be able to see your child's grades, attendance etc., at this time.

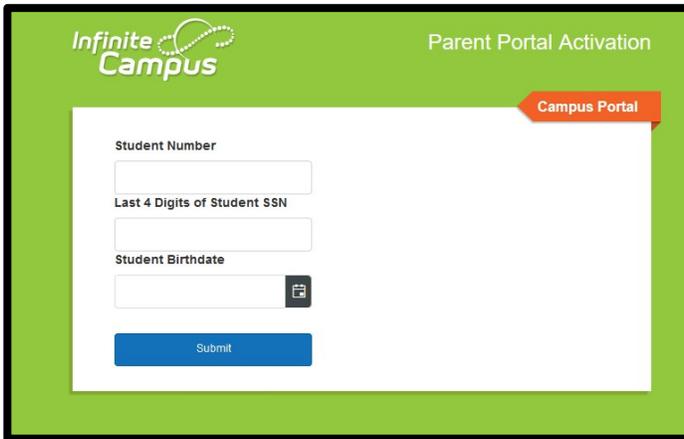
Please follow the directions below to access the portal and receive a "Portal Activation Key." You will use that number to sign on to the portal and set up your parental account.



First Time Login Steps

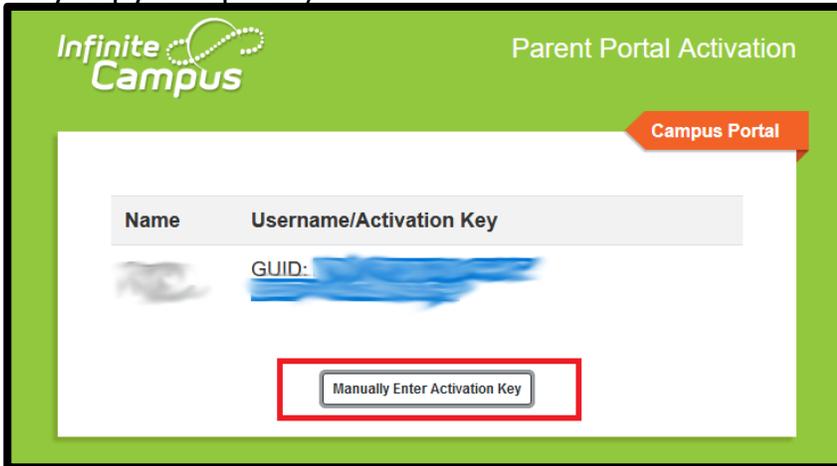
1. In order to login into Infinite Campus, you must first have a parent portal activation key.
2. In order to retrieve your activation key, visit: <http://www.hcbe.net> and click on the Infinite Campus- Parent Portal, First Time Login Option on the left-hand menu. This will bring you to the following screen.

3. Enter the requested information: student number (student's lunch number), student's last 4 digits of their social security number, and student's birthday, then press submit.



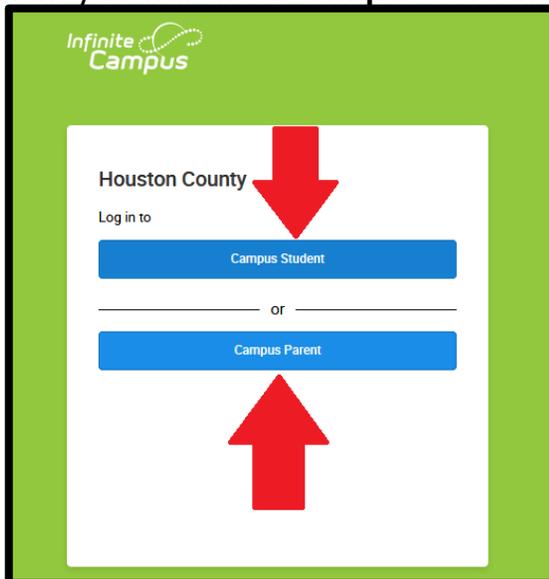
The screenshot shows the 'Parent Portal Activation' page on the Infinite Campus website. The page has a green header with the Infinite Campus logo on the left and the text 'Parent Portal Activation' on the right. Below the header is a white form area with a red 'Campus Portal' button in the top right corner. The form contains three input fields: 'Student Number', 'Last 4 Digits of Student SSN', and 'Student Birthdate'. Below these fields is a blue 'Submit' button.

4. This will give you your activation key.
5. Click the **Manually Enter Activation Key** button located below the Activation Key (you may copy and paste).



The screenshot shows the 'Parent Portal Activation' page on the Infinite Campus website. The page has a green header with the Infinite Campus logo on the left and the text 'Parent Portal Activation' on the right. Below the header is a white form area with a red 'Campus Portal' button in the top right corner. The form contains a table with two columns: 'Name' and 'Username/Activation Key'. The 'Name' column has a blurred image of a person. The 'Username/Activation Key' column has the text 'GUID: [blurred]'. Below the table is a red-bordered button labeled 'Manually Enter Activation Key'.

6. Next you will chose **Campus Student** or **Campus Parent**.



The screenshot shows the 'Houston County' login page on the Infinite Campus website. The page has a green header with the Infinite Campus logo on the left. Below the header is a white form area. The form contains the text 'Houston County' and 'Log in to'. Below this text are two blue buttons: 'Campus Student' and 'Campus Parent'. A red arrow points down to the 'Campus Student' button, and another red arrow points up to the 'Campus Parent' button. The word 'or' is centered between the two buttons.

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

Houston County

Announcements
Wednesday August 15, 2018
If you are having trouble logging into the Parent Portal, please select the prompts to help you recover your username and/or password. **If that doesn't work, please contact your child's school for further assistance. Thank you!

Single Sign On (SSO)

or

Parent Username

Password

Log In

Forgot Password? Forgot Username? Help

Log in to Campus Student

or

New User?

8. On the next page you will enter your **Activation Key** and click **Submit**.

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 *

Submit

Back to Login

9. Next you will create your Username and Password. Once you have completed that, click the **Submit** button.

Infinite Campus

Create Campus Parent Account

Welcome [blurred name]

Username *

Password * *i*

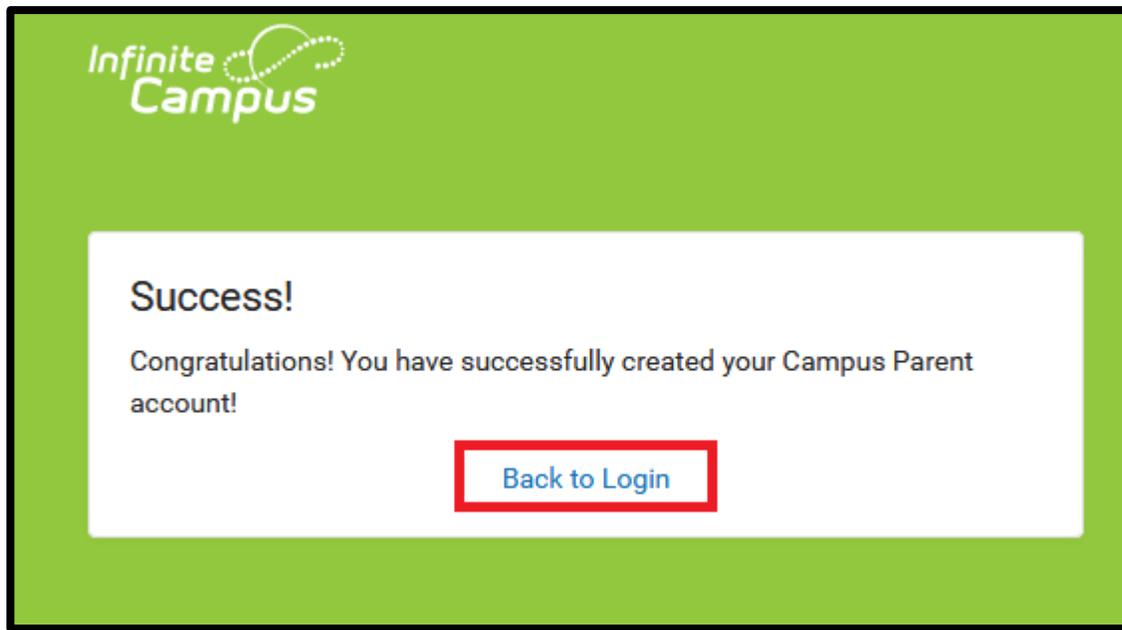
Confirm Password *

Password Strength 0%

Submit

Back to Login

10. 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 IC Parent Portal login page.



11. Now you may login to your Parent Portal Account.

**If you are unable to log in, please contact your Child's School for assistance*

