Christian County Public Schools

Parent Portal Request

Infinite Campus
Parent / Student
Portals
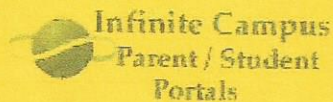
SECTION ONE

Parent/Legal Guardian Name: _____   Phone: _____

Home address: _____   Date: _____

In order to be provided a parent portal account, you must be a legal guardian of the student(s)

If legal guardian has been verified, the school may proceed to Section Two.

SECTION TWO - SCHOOL

1. School will provide a 'Person Summary Report' or 'Demographics Page' from Infinite Campus
2. School will highlight the GUID number (This is a 32 character activation key).
3. Provide a computer with Internet access to complete Section Three.
4. School ensures parent has been given access to the student's portal account in Infinite Campus.

School retains this section and returns to Tonya Oakley at CCBOE.

Parent retains Section Three

SECTION THREE – PARENT

Please follow these steps:

1. Visit: www.christian.kyschools.us. Under the "Parents and Students" heading, click "Infinite Campus Student/Parent Login" for access.
2. Select the "HELP" icon and click "If You Have Been Assigned a Campus Portal Activation Key, Click Here." (This is the 32 character activation key highlighted on the form).
3. The "Click Here" link will display an activation screen. Enter the 32 character activation key provided.
4. Click the "Submit" button. The activation key will be verified. When approved, a screen will be displayed to create the username and password.
5. Enter a user name. It must be 8 characters and one character must be a number. It is case sensitive.

6. Enter a password. It must be 8 characters and one character must be a number. It is case sensitive.

7. Enter the password a second time in the "Verify Password" field.
8. Click the "Create Account" button. This will create the user name and password. Upon approval, the portal account will be created. Use the "Click Here" link on the account creation page to enter the username and password to access the portal information.
9. After the activation key has been used to create a parent portal account, it will no longer be valid. Users will need to log into the Parent Portal using their unique username and password.
10. Store your username and password in a secure and private location.

NOTE: IF YOU FORGET YOUR LOGIN OR PASSWORD, YOU MUST CONTACT YOUR CHILD'S SCHOOL TO HAVE IT RESET.