



Activating a New **STUDENT** iCampus Account

*Access the link on the Coffee County Schools website at <http://www.coffee.k12.ga.us/>
OR *Click the Campus Parent Portal link
<https://icampus.coffee.k12.ga.us/campus/portal/coffee.jsp>



STEP 1: Follow this step if this is your first time logging in to iCampus as a student.

*Enter Username and Password

*Username = 5 Digit Student Number

*Password = First Name Initial
Last Name Initial
Birthdate (MMDDYY)

*For example: If my name was John Doe, my student number was 12345, and my birthdate was September 15, 2004, my iCampus student login would look like this:

Username = 12345

Password = jd091504

A screenshot of the iCampus login page. The page has a green header with the 'Infinite Campus' logo and the tagline 'Transforming K12 Education'. Below the header is a 'Campus Portal' section with a 'Coffee County' label. The login form includes fields for 'Username' and 'Password', a 'Sign In' button, and links for 'Forgot your password?', 'Forgot your username?', and 'Problems logging in?'. A yellow box contains the example login information: '5 Digit Student Number', 'First Name Initial = a', 'Last Name Initial = w', 'Birthdate(MMDDYY) = Sept. 15, 2004', and 'Example = aw091504'. Two red arrows point to the Username and Password fields.

PLEASE NOTE: If you receive an error message or cannot access an active account, your account will have to be reset by the Coffee County Enrollment Center.

*Call 912-389-6890 to have your iCampus account reset.



STEP 2:

- *Enter your old password (firstnameinitial, lastnameinitial, birthdate) in the first box.
- *Enter a new password that you can remember that includes letter, numbers, and special characters in the second box.
- *Verify the new password by entering it again in the third box.
- *Click SAVE.

Change Password

You are required to change your password. Please change your password now.
Your password must be strong. Enter a series of characters or a two or three word phrase that includes letters, numbers, and special characters.

Old Password	<input type="password"/>	
New Password	<input type="password"/>	<div style="background-color: green; color: white; padding: 2px;">100%</div>
Verify New Password	<input type="password"/>	



STEP 3:

- *Enter your school email ([johndoe@coffee.k12.ga.us](mailto: johndoe@coffee.k12.ga.us)) in the first box.
- *Re-enter your school email ([johndoe@coffee.k12.ga.us](mailto: johndoe@coffee.k12.ga.us)) in the second box.
- *In the third box, enter your new iCampus password that you set up in Step 2.
- * Click SAVE.

Change 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	<input type="text"/>
Confirm New Account Security Email	<input type="text"/>
Enter Password	<input type="password"/>



Clicking the SAVE button should take you to the iCampus portal where you may view your grades, attendance, and other student related information.



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