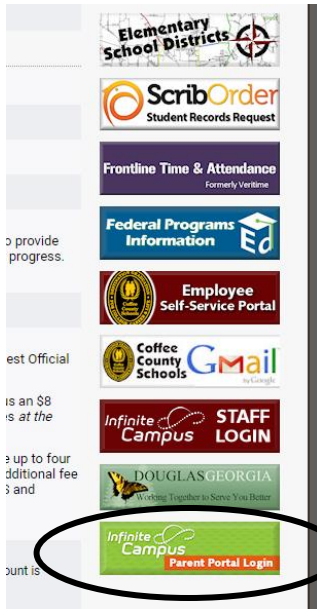


## Setting up a Parent Portal Account in Infinite Campus

1. Enter the following web address in the address bar of your browser: <http://coffee.k12.ga.us/>
2. Scroll down until you see the *Parent Portal* button on the right side of the page. Click on that button.



3. On the next screen you will see a paragraph in red text, under that paragraph you will see: [Get your activation code here](#). Click on that link to retrieve your activation code.

**First time using Campus Portal?**

If you have been assigned a Campus Portal Activation Key, [click here](#)  
If you do not have an Activation Key, [click here](#)

**Already have a Campus Portal account?**

User Name

Password

[Problems logging in?](#)

**District Notices**

- The new Parent Portal is now live. If you have been validated in our student information system you will be allowed to self register for your activation code. This code will then be used to create your user account for Parent Portal. Please use the following link to retrieve your access code and register your account. After registering you can access the Parent Portal login on our community page or any of our school websites.

[Get your activation code here](#)

4. You will then be asked to enter a student number, student social security number and birth date.

### Portal Activation Key Lookup

Student Number:

Student SSN:  999999999 (no dashes)

Student Birthdate: Month:  Day:  Year:  (4 Digit Year)

5. After you enter this information click *Submit*. An activation code will be generated for your account. The code will consist of a series of letters and numbers. Write this code down or copy and paste it to a word processing program like Microsoft Word or Notepad.
6. Return to the Infinite Campus Screen by clicking on the Parent Portal link located under the activation key.

## Parent Portal GUID Lookup

A screenshot of a web form for GUID lookup. It features two input fields, each preceded by the text "GUID:". Below the input fields, the text "Parent Portal" is displayed in a purple font and is circled in black.

7. Look for: *If you have been assigned a Campus Portal Activation Key, click here.* Click where directed.

A screenshot of the Infinite Campus Parent Portal login page. The page includes the Infinite Campus logo, a welcome message, and a "First time using Campus Portal?" section. In this section, the link "click here" is circled in black. Below this is a login form with fields for "User Name" and "Password", a "Log In" button, and a link for "Problems logging in?". A "District Notices" section contains a red message about the new Parent Portal.

8. Enter the activation code you were given into the boxes and click *Submit*.

A screenshot of the Infinite Campus Parent Portal activation page. It features the Infinite Campus logo, a welcome message, and an "Activating your Campus Portal account" section. This section includes a "Submit" button and a form with five input boxes separated by hyphens, intended for an activation key.

9. You will be taken to a screen to create a username and password for your portal account. Follow the on-screen directions to complete the process. When complete, you will be able to view important messages, attendance and grades for your children.

A screenshot of the Infinite Campus Parent Portal account creation page. It features the Infinite Campus logo, a welcome message, and a "Campus Portal account creation successful!" section. This section includes a "Create Account" button and three input fields for "User Name", "Password", and "Verify Password".

If you need further assistance feel free to contact our Media Specialist, Angelina Koster, at 912-384-3187.