How to create a Parent Portal Account

Below are the list of steps you would need to follow to create a Parent Portal Account

- 1. Go to the Muscogee County School District Website: <u>www.muscogee.k12.ga.us</u>
- 2. Click on "Families & Students."



3. Click on "Parent Portal."

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4. Click on "Campus Parent."

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	"Campus"	
	Muscogee County School	
	Campus Student	
	02003-2020 Infinite Campus, Inc. www.infinitecampus.com	

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5. Click "New User."



6. Click "Retrieve Activation Key."

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	Infinite Campus	
-	New User? Click on the link below to retrieve your Parent Portal Activation Key. Retrieve Activation Key Activation Key *	
	Submit	
	Back to Login	

7. Type in your child's last 4 of the social security number, date of birth (mm/dd/yyyy), and click submit.

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Infinite Campus		Parent Po	rtal Activation				
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Last 4 Digits of Student	SSN						
Student Birthdate							
	Ë						
Submit							

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8. Once you click submit, the Parent Name and Activation Key will appear. You will need to write down the Activation Key. Then click "Manually Enter Activation Key."

Infini Ca	mpus	Parent Portal Activation
		Campus Portal
Ν	ame Username/Activation K	ey
	Manually Enter Activat	tion Key

- b. If you an account has already been created, the parent name and username will appear. You will need to write down the username and contact your child's school or technical support at 706-748-2271 to have your password reset.
- 9. Type in the Activation Key and then click submit.

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nfinite Campus	
 New User? Click on the link below to retrieve your Parent Portal Activation Key. Retrieve Activation Key Activation Key *	
Submit	
Back to Login	

10. You will now create your username and password and then click submit.

Infinite Campus	
Create Compus Parent Account	
Username *	
Password *	0
Confirm Password *	
Password Strength	0%
-	
Submit	
Back to Login	

11. Congratulations, you have now created a Parent Portal account!!! You will have access to your student's attendance, assignments/grades, schedule, and reports (progress report and/or report card).