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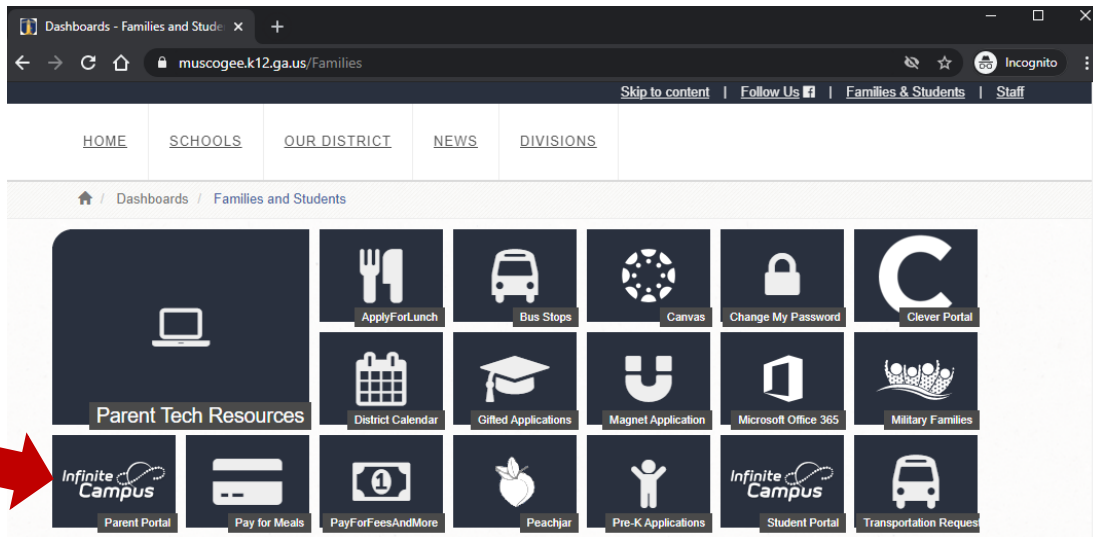
Below are the list of steps you would need to follow to create a Parent Portal Account

1. **Go to the Muscogee County School District Website: www.muscogee.k12.ga.us**
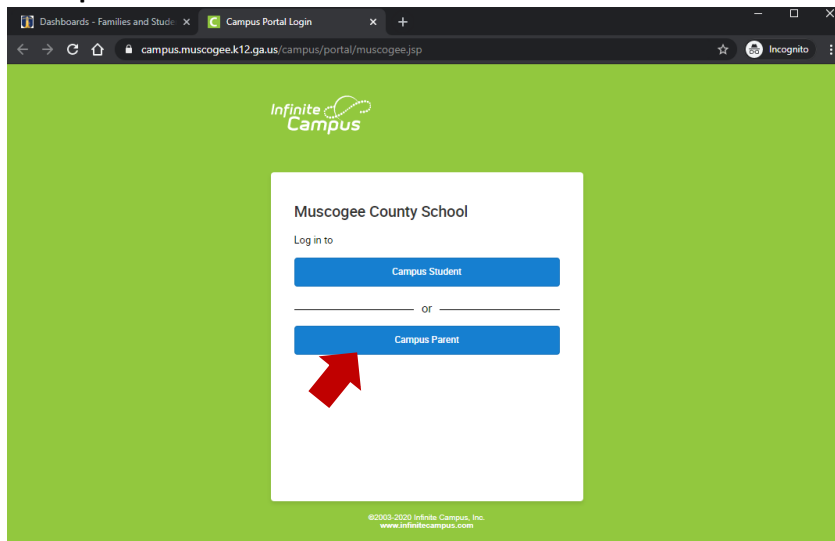2. **Click on "Families & Students."**

   a.

3. **Click on "Parent Portal."**

   a.

4. **Click on "Campus Parent."**

   a.

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5. **Click "New User."**

   a.

6. **Click "Retrieve Activation Key."**

   a.

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

   a.

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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."**

    a.

    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.**

    a.

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

    a.

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).**