

Quick Start Guide to Infinite Campus Parent Portal

Overview of Parent Portal

The Muscogee County School District is pleased to provide parents with a secure electronic interface to access information on their children. Information provided on Parent Portal includes:

- ~ Student Attendance
- ~ Student Schedule
- ~ Assignments and Grades Earned
- ~ Reports

Information is accessible to parents in real-time. As soon as an assignment is entered by a teacher, that assignment appears on Infinite Campus Portal.*

*Grading assignments is a time-consuming task. Please allow teachers one week to enter assignment grades into Infinite Campus. Certain long-term projects and extended writing assignments may require additional time for grading.

Creating a Parent Portal Account

You must visit your child's school to verify all data is accurate in the system and show a picture ID. The school will print you a letter with your unique Activation Key. Once you have the letter from the school you can follow the instructions below to create your account and login to the Portal site.

1. Navigate to the Infinite Campus Portal login site
 - Go to www.muscogee.k12.ga.us
 - Select the **Infinite Campus Portal** icon from the "For Parents" tab.
 - Select **Login**.

2. Select the [click here](#) link from the prompt below:

First time using Campus Portal?

If you have been assigned a Campus Portal Activation Key, [click here](#)

~TURNOVER~

3. Enter the **Person GUID** provided to you as the **Activation Key**.

Activating your Campus Portal account

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school.

Activation Key

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4. Click **Submit**.
5. If you entered the **Activation Key** properly, the following screen will display. Select a **User Name** and **Password** for your Portal account.

Campus Portal account creation successful!

Welcome **Jim Everett**, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

User Name

Password

Verify Password

6. Click **Create Account**.
7. The following screen will appear. Click the **Click here** link to be re-directed to the login page.

Campus Portal account creation

Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page.

Logging In To Parent Portal

1. On the login page, enter your user name and password. Click **Log In**.

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?](#)

For additional information on the Parent Portal please read the Parent Portal User Guide.