

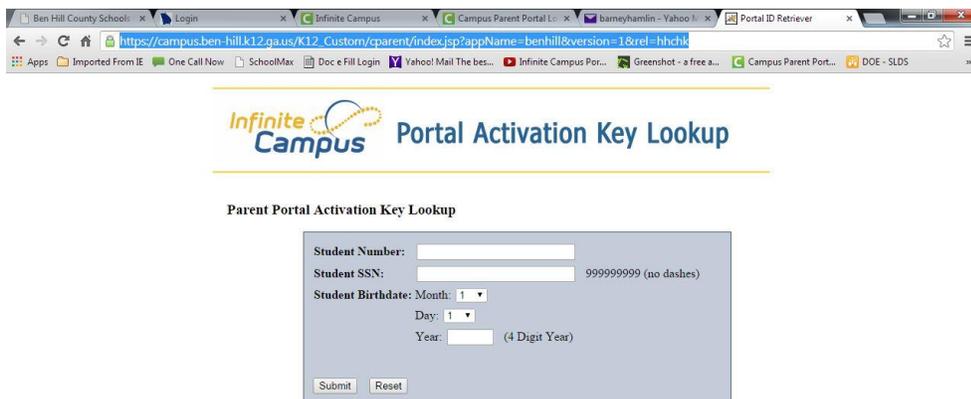
Infinite Campus Parent Portal

Note: District staff that currently have an Infinite Campus login will be able to log in to the Parent Portal with the same username and password.

The following steps are for those who do not have an existing Infinite Campus account:

1. To sign up for the Parent Portal you must have an activation key. To obtain the key go to the portal website. You will need to know your student's SSN and the student number assigned to them at their school:

https://campus.ben-hill.k12.ga.us/K12_Custom/cparent/index.jsp?appName=benhill&version=1&rel=hhchk



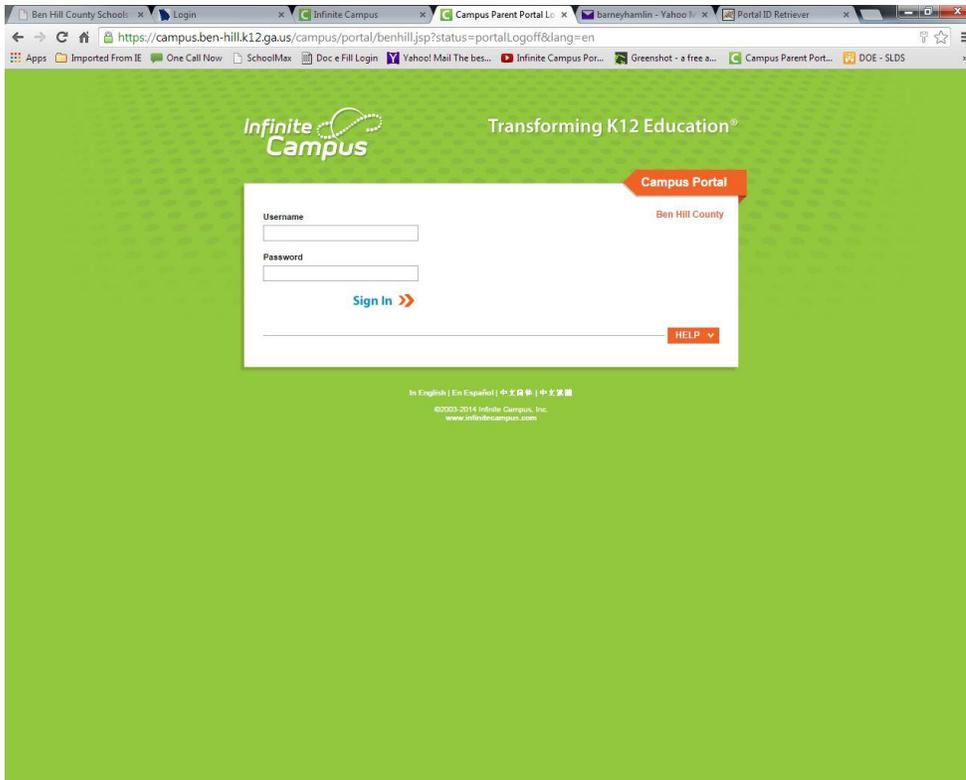
The screenshot shows a web browser window with the URL https://campus.ben-hill.k12.ga.us/K12_Custom/cparent/index.jsp?appName=benhill&version=1&rel=hhchk. The page title is "Infinite Campus Portal Activation Key Lookup". Below the title, the form is titled "Parent Portal Activation Key Lookup". The form contains the following fields:

- Student Number:
- Student SSN: 999999999 (no dashes)
- Student Birthdate: Month: Day: Year: (4 Digit Year)

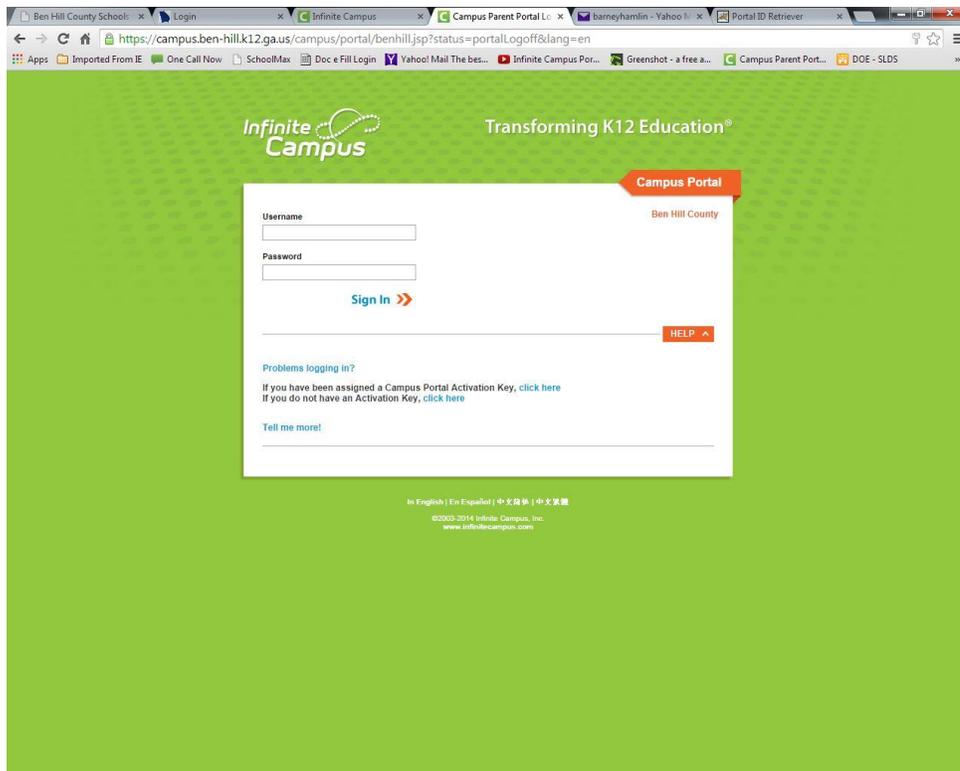
At the bottom of the form are two buttons: "Submit" and "Reset".

2. Be sure to write down or copy the activation key. Then go to the Parent Portal website:

<https://campus.ben-hill.k12.ga.us/campus/portal/benhill.jsp>

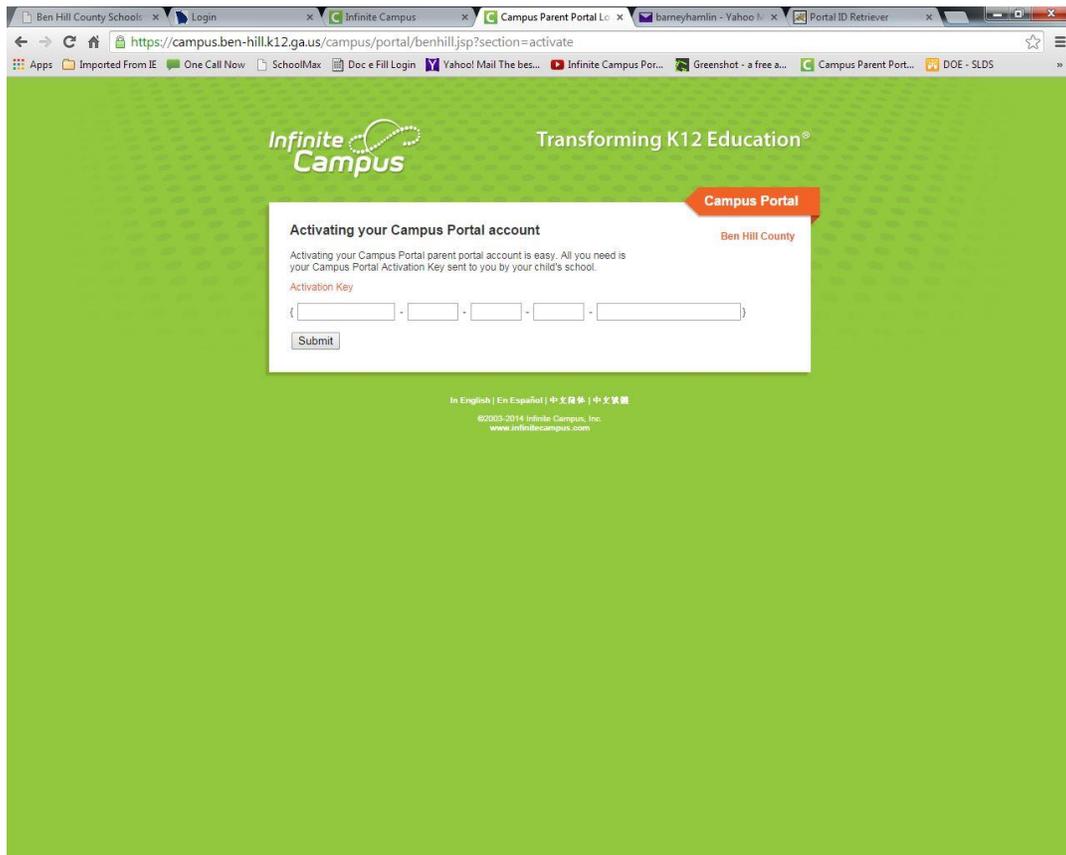


3. Click on the red “HELP” button. You will see a couple of options:



Click on the link “If you have been assigned a Campus Portal Activation Key, click here”.

4. You will then see a new screen where you can enter the activation key you received earlier:



Once you have successfully entered the activation key, you will then be given an opportunity to create a username and password to log in to the Parent Portal.

5. Once you have logged in, please take the time to check that the information about your student and yourself are correct (address, phone numbers, email addresses, etc.) If any need changing you can click on "Update" and it will let you enter the new information to be submitted.