

# Procedure for Creating a User Account for Infinite Campus Parent Portal

## I. Accessing the Parent Portal from Echols County Schools Website

- Go to either school website from the district site (link) listed below
  - [www.echols.k12.ga.us](http://www.echols.k12.ga.us)
- Under Parent Information (on the Elem/MS site at the top) or Parents (on the HS site at the left) click on “Setup Parent Portal Account”
- You will visit this site and do the account setup only once!!! After this setup, you will click on Parent Portal at either school site.
- Enter your child’s **Last 4 digits SSN and DOB**
- Print or write down the 32-character GUID (**this is your activation key—case sensitive on the characters**); then click Parent Portal
- Click the message—***If you have been assigned a Campus Portal Activation Key, .....***
- Enter your 32-character GUID/activation key (case-sensitive)
- Enter a user name and password (8 characters long and is case sensitive) of your choice; you will be given a message when you have successfully created an account
- You will then be directed to a portal page where you will log in (using the account log in information you just created) to see student information
- **YOUR USERNAME AND PASSWORD MUST BE KEPT CONFIDENTIAL DUE TO THE SENSITIVE MATERIAL THAT CAN BE VIEWED RELATED TO YOUR CHILD(REN) AND HOUSEHOLD. THIS PORTAL IS FOR THE PARENT/GUARDIAN AND NOT FOR STUDENTS.**

II. **After your account has been setup (see instructions above)**, either school will have a link to the portal that looks like this.....



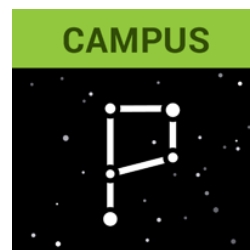
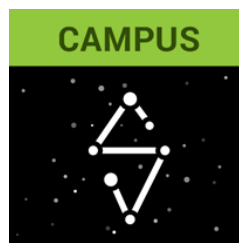
III. **After creating your account on a computer and logging in the first time** you can then setup the **mobile app**.

IV. Please contact Kelly Wicks at [kelly.wicks@echols.k12.ga.us](mailto:kelly.wicks@echols.k12.ga.us) if assistance is required. Please type in the subject “Parent Portal.”

(These instructions are located on the **Parent Info link from the school websites under Important Links**)

- Browser setting – ALLOW POPUPS
  - URL address:
    - <https://gacloud1.infinitecampus.org/campus/portal/echols.jsp?status=portalLogoff&lang=en>
- Mobile app –
  - App is Campus Student and Campus Parent

Through the App Store or Google Play



## Portal Helpful Information

- You will have 5 chances to correctly enter your login name and password. After the fifth incorrect try, you will be locked out and you will have to call the school (559-5344, 8 a.m. – 4 p.m.) to speak to Mrs. Wicks to enable your account.
- Being inactive for 3 minutes while logged in on the portal will automatically log you out.
- The portal GUID and your personal login information is not to be shared with anyone. If you feel your information has been violated, please call Kelly Wicks at 559-5344.

## Introductory Window

- Clicking on Family gives relationships, family address, phone numbers, and enrollment date.
- Clicking on Calendar lets you see a broad overview of the assignments given for ALL of your children by ALL of their teachers on a month-by-month basis and will show attendance events (a bell on a particular day indicates an attendance event—ex: tardy, excused absences, unexcused absences). We are unable at this time to view the absences as coded by the office (death, doctor, school related activity, etc.). Please follow the coding given on the portal (letter and color chart) as the legend. A “P” is coding for School Related absences.
- Clicking on your child’s name takes you to a message board. You will receive notifications in this location.
- Clicking on the current school enrollment year (ex: 15-16) will show a particular child’s assignment and attendance calendar
- Clicking on Schedule will give the students school year class schedule with teacher, course, and grade book information. Teacher e-mail is not available through the portal at this time. Please use the Contact Form on the teacher’s website if you wish to e-mail the teacher (from the school website, select Classrooms and find the teacher listed by grade level).
- Click on the course number and name (it is a link) to view the assignments and grading information.
  - **Grade recording by teachers for assignments is to be updated once a week**
- Clicking on Attendance gives you a summary of attendance by 9 weeks (called terms) and an overview of your child’s attendance to-date (legend is the scale to use for attendance coding—color code and letter code).
- When you are ready to exit the parent portal, please get in the habit of using the “Log Off” command provided at the bottom, left of the navigation bar.
- **THE PARENT PORTAL WILL NOT BE ACCESSIBLE DURING GRADE REPORTING PERIODS—END OF NINE WEEKS, END OF SEMESTERS. THE PORTAL WILL RE-OPEN AFTER REPORT CARDS ARE SENT HOME.**
- **The portal closes after End of Year report cards have been distributed for the summer and re-opens closer to OPEN HOUSE for the next school year.**