

# FIRST-TIME USER INSTRUCTIONS FOR CAMPUS PARENT PORTAL

[www.gcbe.org](http://www.gcbe.org)

Click on the “PARENTS” tab at the top of the gcbe home page. Then follow these steps: parent portal → portal activation key lookup → SS # & DOB → next screen will show parent name & next to the name is the access key → print or write the access key (you will need this) → enter the key → enter your preference for username & password → **write down & keep your login information**

use this “Parent” tab for 1<sup>st</sup> time set-up

The screenshot shows the top navigation bar of the GCBE website with the following tabs: Home, Schools, Profile, Departments, Students, Parents, Community, and Employ. Below the navigation bar, the page is divided into two main sections. The left section is titled "DISTRICT INFO" and contains a "Roadmap to Success for Students With Disabilities 2nd Annual Parent Training Workshop" announcement. The right section is titled "MORE INFORMATION" and lists several services: Citrix, Infinite Campus, Performance Matters, GovDeals Liquidity Marketplace, Technical Support, and Campus Parent Portal. A callout box points to the "Parents" tab in the navigation bar, and another callout box points to the "Campus Parent Portal" link in the "MORE INFORMATION" section.

Home Schools Profile Departments Students Parents Community Employ

DISTRICT INFO

Roadmap to Success for Students With Disabilities  
2nd Annual Parent Training Workshop  
Hosted by Gordon County Schools

WHEN: September 25, 2013  
8:00-12:00

WHERE: Gordon Central High School

WHO: Parents, family members, friends of  
students with disabilities Grades PreK-12

TOPICS  
behavior, reading,  
behavioral skills

MORE INFORMATION

Citrix  
Infinite Campus  
Performance Matters  
GovDeals Liquidity Marketplace  
Technical Support  
Campus Parent Portal

After initial set-up, use  
this for future log-ins.