HOUSTON COUNTY BOARD OF EDUCATION
HIGH-ACHIEVING STUDENTS

Dear Elementary School Parents:

Infinite Campus, the student information system used by Houston County Schools, offers a parent portal that allows parents to view attendance and receive messages from the teacher and school. This year, we are pleased to extend the parent portal, already available to parents of middle and high school students, to parents of elementary school students. In addition to attendance and other school related data, the parent portal will give you access to the state's Longitudinal Data System (LDS) parent portal. Information in the LDS includes your student's assessment data and access to online standards-aligned student resources.

If you have a high school or middle school student and have already set up your parent account for that student, you will be able to see your elementary school child's data on that same page. You will only need to select your elementary school student's name by clicking on the down arrow on your account page to activate the account. If you do not already have a high or middle school child and have not set up your parent account, you will receive a "Portal Activation Key" number to access your child's data on our website.

Please follow the directions below to access the portal and receive a "Portal Activation Key." You will use that number to sign on to the portal and set up your parent account.

First Time Login Steps

1. In order to login into Infinite Campus, you must first have a parent portal activation key.

2. In order to retrieve your activation key, visit: http://www.hcbe.net and click on **the Infinite Campus- Parent Portal, First Time Login Option** on the left-hand menu. This will bring you to the following screen.

3. Enter the requested information: student number (student's lunch number), student's SSN (social security number), and student's birthday, then press submit.
4. This will give you your activation key.
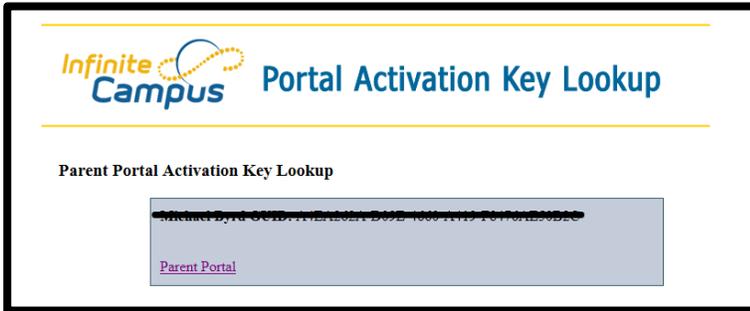
5. Either print out the activation key or write it down. This activation key is a long number/letter combination.
6. Then click **Parent Portal.** This will bring you back to the login screen.
7. Once on the login screen, click the orange Help option (bottom right drop-down option) and select "**If you have been assigned a Campus Portal Activation Key,**" [click here](#).
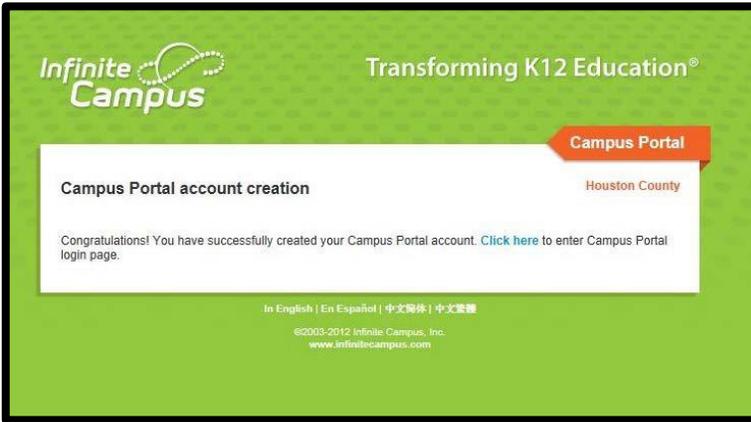

8. This will bring you to a new screen. Enter your activation key and click **Submit**.
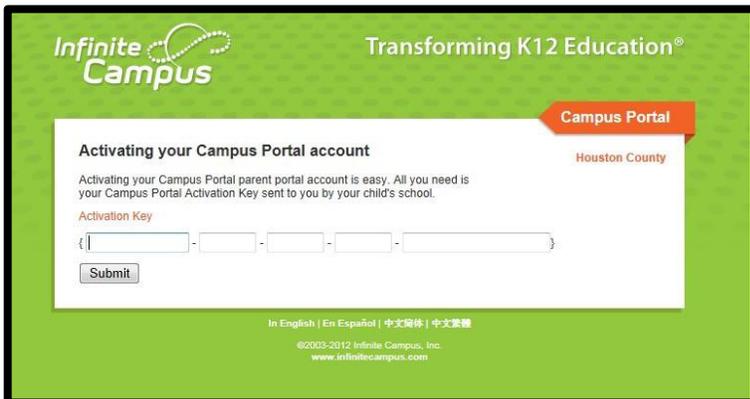
9. Once you hit **Submit**, you will go to a new screen where you can create your own portal username and password. Once you've entered those, click **Create Account**.
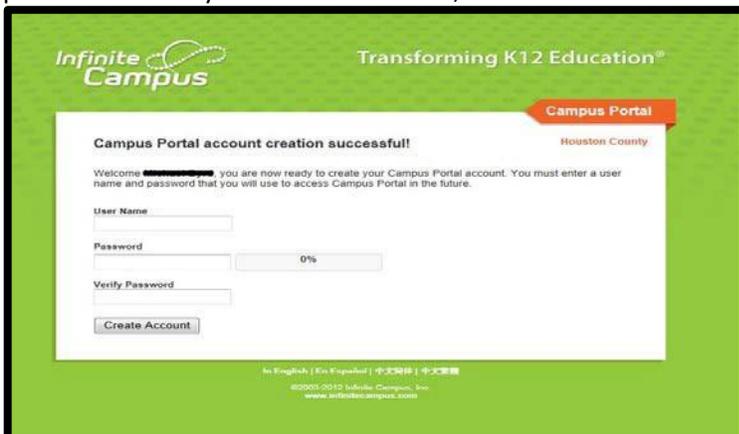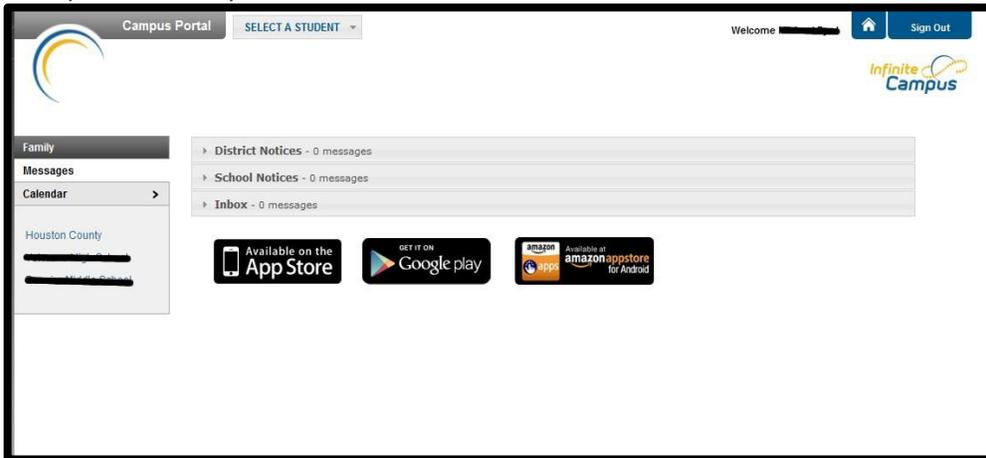
10. Congratulations! You have now created your portal account.
   Click on the "**Click here**" option to login to your account.

11. Enter your newly created username and password.

12. Now you can view your Students information

If you have any questions or are unable to successfully set up your parental account, please contact the main office at your child's school. We hope this resource will help you better monitor your child's attendance and progress.