



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 parental 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>. Then from the **Parent** drop down menu choose **Infinite Campus**, then **First Time Infinite Campus Parent Portal user-click here**, and then **click here to retrieve your parent activation key and continue the login process**. This will bring you to the following screen.

### Parent Portal Activation Key Lookup

A screenshot of the "Parent Portal Activation Key Lookup" form. It contains the following fields: "Student Number:" with a text input box; "Student SSN:" with a text input box and the instruction "999999999 (no dashes)"; "Student Birthdate:" with three dropdown menus for "Month:", "Day:", and "Year:". The "Year:" dropdown is followed by the text "(4 Digit Year)". At the bottom of the form are two buttons: "Submit" and "Reset".

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.

### Parent Portal Activation Key Lookup

A screenshot of the "Parent Portal Activation Key Lookup" result screen. It shows a blurred area where the activation key would be displayed, with a "Parent Portal" link below it.

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.

1. 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](#).

A screenshot of the Infinite Campus login screen. The header includes the Infinite Campus logo and the tagline "Transforming K12 Education". Below the logo is a "Campus Portal" button. The main area contains a "User Name" field, a "Password" field, and a "Sign In >>" button. To the right of the "Sign In" button is a "HELP" button. Below the "Sign In" button, there is a section titled "Problems logging in?" with two links: "If you have been assigned a Campus Portal Activation Key, click here" and "If you do not have an Activation Key, click here". At the bottom, there is a "Tell me more!" link. The footer contains the text "In English | En Español | 中文繁體 | 中文简体" and "©2013 Infinite Campus, Inc. www.infinitecampus.com".

2. This will bring you to a new screen. Enter your activation key and click **Submit**.



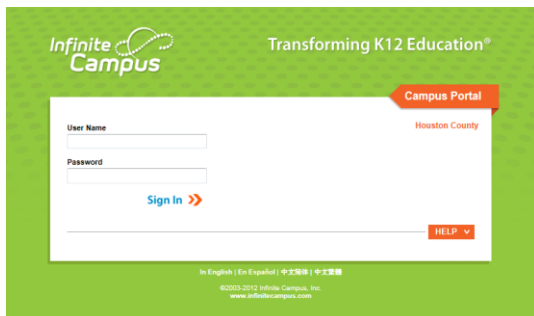
3. Once you hit **Submit**, you will go to a new screen where you can create your own portal username and password. Once you've entered those, click **Create Account**.



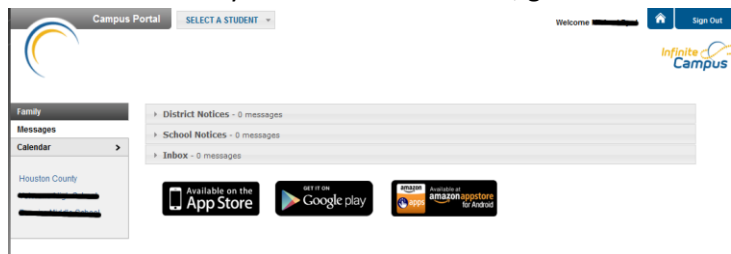
4. Congratulations! You have now created your portal account. Click on the "**Click here**" option to login to your account.



5. Enter your newly created username and password.



6. You can now view your student's schedule, grades and attendance.



If you have any questions or are unable to successfully set up your parental account, please contact the main office at your child's high school. We hope these upgrades will enable you to more effectively access your child's grades and attendance.