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Dear Parents:

Houston County Schools uses Infinite Campus as their Student Information System. As parents of high school and middle school students, you will be able to view your child's grades, attendance, and messages from the teacher and school. Parents had this opportunity with our old system as well; however, we believe that the new system will be easier for you to navigate and use. We delayed opening the portal to parents to insure that the data we have is accurate. As we progress, there will be "tips" available on our website at the Infinite Campus link to assist you.

As parents, you will be given a "Portal Activation Key" number to access your child's data on our website through Infinite Campus. You will have only one "Portal Activation Key" number to access any of your child(ren)'s data who attend Houston County Schools. You will be able to see your high school child's grades, attendance etc., at this time. (Parents will be notified once access to middle school student's data is available.)

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> 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.



Portal Activation Key Lookup

Parent Portal Activation Key Lookup

Student Number:	<input type="text"/>	
Student SSN:	<input type="text"/>	999999999 (no dashes)
Student Birthdate:	Month: <input type="text" value="1"/> <input type="text"/>	
	Day: <input type="text" value="1"/> <input type="text"/>	
	Year: <input type="text"/>	(4 Digit Year)
<input type="button" value="Submit"/> <input type="button" value="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.



Portal Activation Key Lookup

Parent Portal Activation Key Lookup

<input type="text" value="Michael Byrd 0018-11111111-0000-1111-101010101010"/>
Parent Portal

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](#).



Infinite Campus Transforming K12 Education®

Campus Portal
Houston County

User Name

Password

Sign in >>

HELP ▾

Problems logging in?

If you have been assigned a Campus Portal Activation Key, [click here](#)
If you do not have an Activation Key, [click here](#)

Tell me more!

In English | En Español | 中文繁体 | 中文简体
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8. This will bring you to a new screen. Enter your activation key and click Submit.

Infinite Campus Transforming K12 Education®

Campus Portal

Activating your Campus Portal account

Houston County

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school.

Activation Key

{ | | | | | | | | | | }

Submit

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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.

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Campus Portal

Campus Portal account creation successful!

Houston County

Welcome **XXXXXXXXXX**, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

User Name

Password

Verify Password

Create Account

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

Infinite Campus Transforming K12 Education®

Campus Portal

Campus Portal account creation

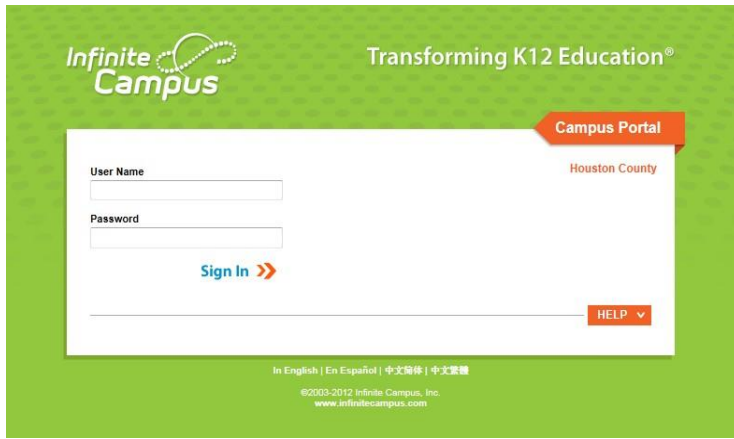
Houston County

Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page.

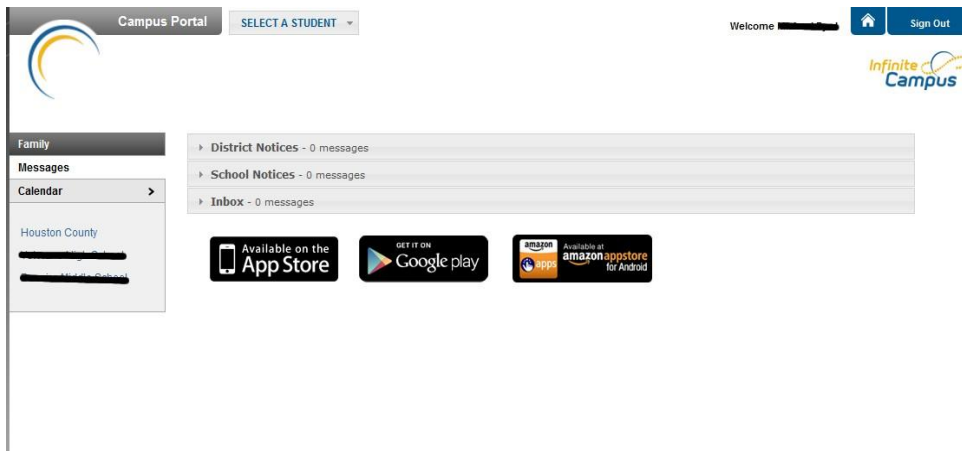
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11. Enter your newly created username and password.



12. 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.