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September 19, 2012

Dear Parents:

Houston County Schools converted to a new Student Information System (*Infinite Campus*) this summer. 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.

The portal for High School parents will be available Thursday, September 20<sup>th</sup>. 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.



**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"/> ▾
Day:	<input type="text" value="1"/> ▾
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.

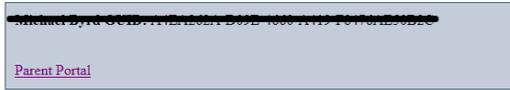
- This will give you your activation key.

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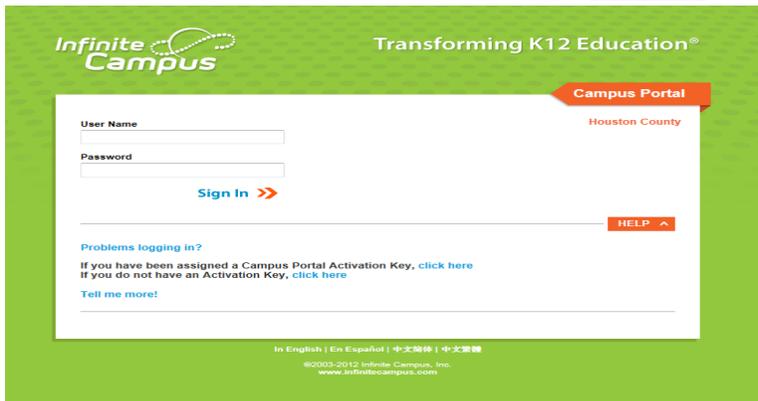


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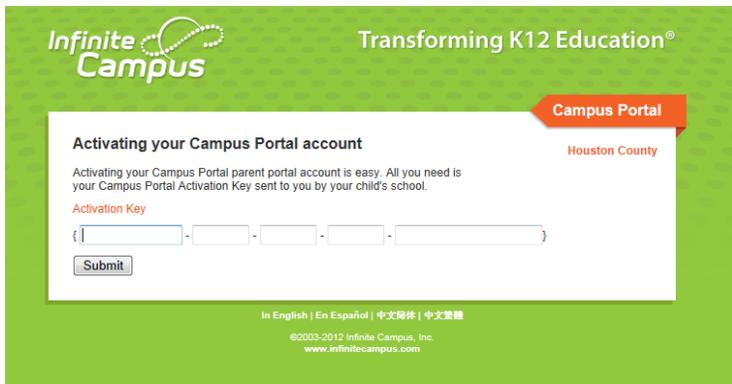
Parent Portal Activation Key Lookup



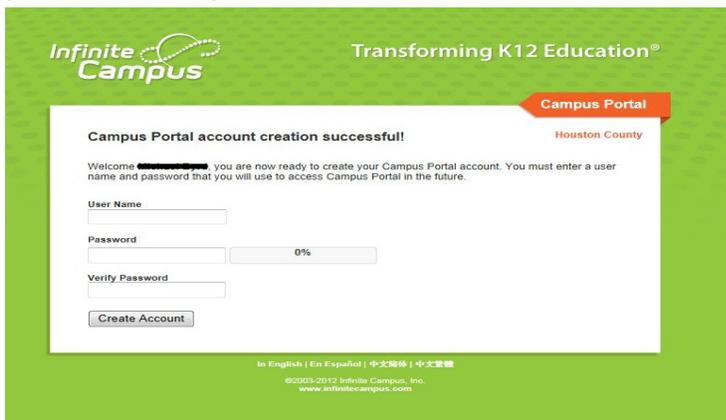
- Either print out the activation key or write it down. This activation key is a long number/letter combination.
- Then click **Parent Portal**. This will bring you back to the login screen.
- Once on the login screen, click the orange Help option (bottom right drop-down option) and select “**If you have been assigned a Campus Portal Activation Key,**” [click here](#).



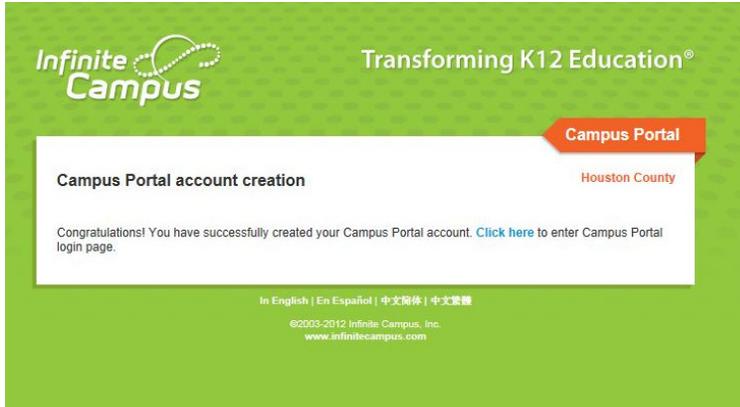
- This will bring you to a new screen. Enter your activation key and click **Submit**.



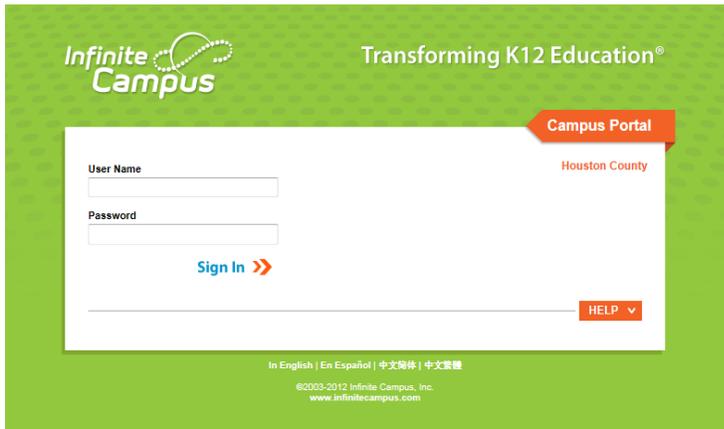
- Once you hit **Submit**, you will go to a new screen where you can create your own portal username and password. Once you've entered those, click **Create Account**.



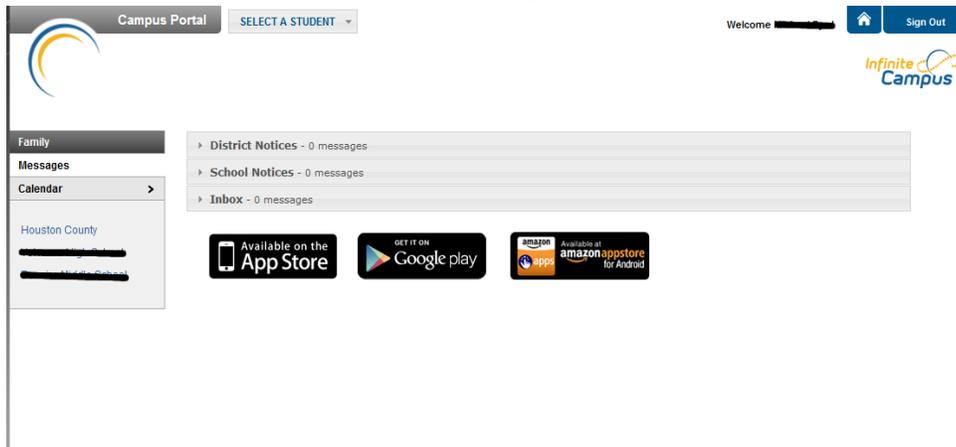
10. Congratulations! You have now created your portal account.  
Click on the “**Click here**” option to login to your account.



11. Enter your newly created username and password.



12. 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.

Sincerely,

**Sharon Lunceford**

Sharon Lunceford  
Director of Technology