

Infinite Campus Parent Access Information

The Campus Portal is a confidential and secure web site where you can get current information about your child's attendance and grades.

How do I obtain a GUID Activation Code to create a Parent Portal account for Infinite Campus?

1. Log onto the main school website www.henry.k12.ga.us/ugm

- Click the following: **Site Shortcuts**, then **Infinite Campus**, then **Parent/Student Log In**
- **Locate and Click** on the **purple IC Parent Account Info** (near the bottom of the page)
- **Enter** in the following information:
 - student's student number (Located on schedule- also used for their lunch account)
 - student's social security number
 - student's birthday

This will return the appropriate GUID Activation Code on record for you to create your Parent Portal Account. You may enter it in the box below for reference in the next step. *All O's are entered as the number zero and this code is case sensitive.*

<i>Activation Key:</i>

2. Use the Activation Key to Create Usernames and Passwords

The Activation Key is only needed the first time the user accesses the portal. After that, the activation key will not work, and the username/password that was created should be used to log into the Portal.

- **Return** to the main school website www.henry.k12.ga.us/ugm (you may be able to achieve this just by closing the open browsers until you see the main webpage again.)
- **Click** the following: **Site Shortcuts**, then **Infinite Campus**, then **Parent/Student Login**.
- Click the option that states you have been **assigned a Campus Portal Activation Key**.
- Click the **Submit** button. The activation key will be verified and, when approved, will display a screen to create the **User Name** and **Password**.
- Enter a **User Name**. It is best to use an alphanumeric (letters and numbers) user name, no symbols.
- Enter a **Password**. Again, it is best to use an alphanumeric password no symbols.
- Enter the password a second time in the **Verify Password** field.
- Click the **Create Account** button. This will create the username and password. The username and password will be verified, and upon approval the portal account will be created. Use the **Click Here** link on the account creation page to enter the user name and password to access the Portal information.

What happens if I forget my ID/password, experience problems logging on, my account is disabled, or other issues?

Please contact Ms. Vaughn in the front office at (678) 583-8978 or by email at joyce.vaughn@henry.k12.ga.us *You will be required to provide the student's name, correct mailing address and other information to verify identity.*