

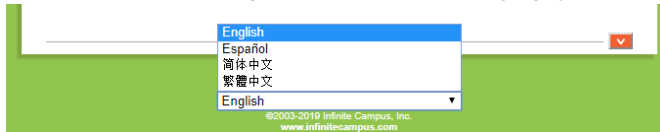
Activating Your Parent Portal Account

Go to the Berryessa Union School District Parent Portal Web Site:

<https://campus.berryessa.k12.ca.us/campus/portal/berryessa.jsp>



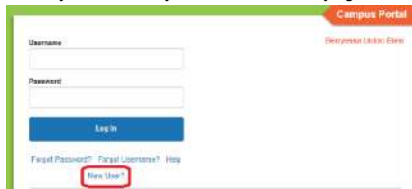
The Campus Parent Portal may currently be viewed in English, Spanish, and Chinese. To select a language other than English, please scroll to the bottom of the login screen and select the language you would like to view your student information in.



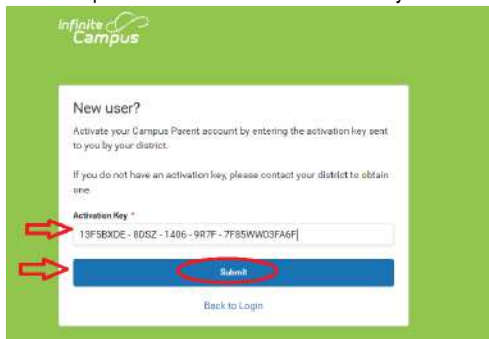
Creating Your Portal Account

To create your **"Parent Portal"** account you will need your unique **"Activation Key"**. To receive your activation key you must go to your student's school office, **show your photo ID** and fill out a **"Parent Portal Permission Form"**.

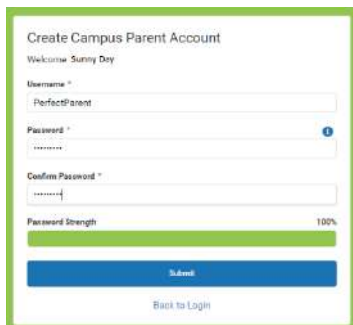
Once you receive your Activation Key, go to the Parent Portal login screen, click **"New User?"** link.



This will open a new window that will ask for your **"Activation Key"**. Enter your unique **"Activation Key"** (including hyphens), click **"Submit"**.



After clicking the **"Submit"** button you will be taken to the **"Create Campus Parent Account"** screen. Here you will select your own **"Username"** and **"Password"**.



Activating Your Parent Portal Account

When creating your Password, please remember "**Strong passwords are enforced**". Passwords must be:

- 1) At least 8-10 characters in length
- 2) Are case sensitive
- 3) Must contain letters, numbers and or special characters ~!@#\$\$%^&*()_+:"
- 4) Should not contain any part of your name or user name

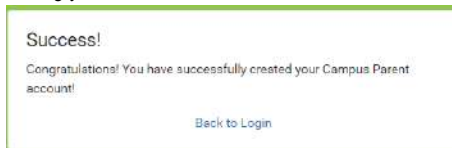
Suggestions for Creating a Strong Password

Complex, tricky passwords are not always strong passwords and can be difficult to remember. For example, **TheBr0wnC@t** is a stronger password than **!@#\$\$%&()** because TheBr0wnC@t uses a combination of character types and is long, whereas !@#\$\$%&() uses only symbols and is short. A computer program can crack !@#\$\$%^&() easier than it can crack TheBr0wnC@t.

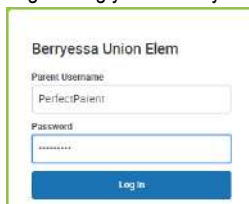
When creating a password, consider the following:

- **Content** - Use a short two or three word sentence as your password.
- **Length** - Make your passwords long (at least 8-10 characters – the longer the better).
- **Combination** - Include letters, punctuation, symbols and numbers.
- **Uniqueness** - Do not use your username or words found in the dictionary.

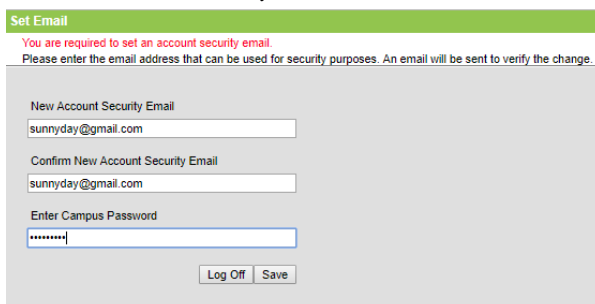
Once you have created your user name, password and typed your password again to confirm – select "**Submit**", you will receive the notice stating your account has been created. Click the link back to the Campus Portal login page.



Login using you're newly created User Name and Password.

A screenshot of a login page for "Berryessa Union Elem". It features two input fields: "Parent Username" with the text "PerfectParent" and "Password" with asterisks. Below the fields is a blue "Log In" button.

If this is your first time logging in or you have not set up your security email, you will be directed to the next screen. Enter your security email, confirm the email, enter your password, and click "Save". The purpose for the security email is so you may use the Username/Password recovery feature.

A screenshot of a "Set Email" screen. It has a green header with the text "Set Email". Below the header, there is a red error message: "You are required to set an account security email. Please enter the email address that can be used for security purposes. An email will be sent to verify the change." The form contains three input fields: "New Account Security Email" (with "sunnyday@gmail.com"), "Confirm New Account Security Email" (with "sunnyday@gmail.com"), and "Enter Campus Password" (with asterisks). At the bottom are "Log Off" and "Save" buttons.

Once you have set up your account all your students will be attached to this account even if they are at multiple BUSD schools.