

### **What is the Campus Portal?**

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

### **When will it become active/turned on?**

November 1st around 5:00 p.m.

### **How do I access it?**

Website: <https://campus.henry.k12.ga.us/campus/portal/henry.jsp>

Parents must first obtain their GUID activation code to create an account on the Parent Portal. This can be done one of two ways:

- 1- An individual who is identified as the student's guardian may go to their child's school and provide photo identification and pick up their GUID activation code
- 2- An individual who is identified as the student's guardian you may go to the following link to retrieve the GUID activation code online: [Click here](#)

They will be asked to enter in the following information:

- The student's student number (student will know as their AR or lunch number)
- The student's social security number
- The student's birthday

Once the parent has obtained their GUID activation code, they must create their portal account. See the directions on the sample letter on page 2.

### **What happens if a parent forgets their ID/password?**

If you have a Campus Parent Portal Account and have forgotten your log-on information, go to the following link: <https://campus.henry.k12.ga.us/campus/portal/henry.jsp> and select "Problems logging in?" located next to the "Log In" button. Enter in your home e-mail account in the box provided. The system will send your log-on information to that e-mail account. You then will be able to log onto the parent portal.

If you still have problems, please contact your child's school's administrative staff. They will forward you to designated staff that can help you with your questions. You will be required to provide the student's name, correct mailing address, and the student's social security number or student ID number OR come to the school in person and show photo identification.

**To Reset Password in IC:** Login to IC>Search Tab>User>Type last name, first name>Reset password (must meet strength requirement)>Check force password change>Click Save

### **How often is information updated in the Parent/Student Portal?**

Information is updated in real time. As soon as information is entered into Infinite Campus, it is available on Campus Portal.

### **Other random stuff....**

- One account will allow you to see all of your children (ES/MS/HS)
- HCBOE employees will use their current IC username/password on the portal website
- Kindergarten parents don't need access
- Assignment names, dates, and scores are visible
- Any comments or flagged (missing, late, etc) assignments can be seen
- Report cards can be downloaded as a PDF

# Infinite Campus

## Parent Portal Access Information

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Below you will find directions on how to access the Campus Portal so that you can view student grades and attendance. Please contact the front office at your school if you need your activation code or to reset a password.

If you have any additional questions, please visit [www.henry.k12.ga.us/campusportal](http://www.henry.k12.ga.us/campusportal). You will find a FAQ section and answers to other questions you may have.

Activation Key: \_\_\_\_\_

Username (if account exists): \_\_\_\_\_

Password (if account exists): \_\_\_\_\_

### Logging in to the Campus Portal

#### *Using 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 that was created should be used to log into the Portal.

1. Go to <https://campus.henry.k12.ga.us/campus/portal/henry.jsp>
2. Click on the orange **HELP** link.
3. Choose the **Click Here** link beside the option "**If you have been assigned a Campus Portal Activation Key.**"
4. Enter your personal **Activation Key** (listed above) and then click **Submit**.
5. Create and enter a **Username**.
6. Create and enter a **Password**.
7. Verify the password by entering it again and then click the **Create Account** button.
8. After your account is successfully created an account creation confirmation message will appear. Select the **Click here** option to log in to your account.
9. Login with your newly created **username** and **password** and then explore the IC Portal.