Parent Portal Instructions

To access Parent Portal, please go to: www.forsyth.k12.ga.us
Click on Parent Portal under Quick Links

Parent Portal Webpage

If you do not have a **Parent Portal** account, you must go to your child's school or the Almon C. Hill Educational Center with your picture identification to obtain your Activation Key.

If you cannot remember your **Parent Portal** username and/or password you may go to your child's school or the Almon C. Hill Educational Center with your picture identification to have your username and password reset and provided to you.

Once you have the Activation Key, click **HELP ∨** .

Click on If you have been assigned a Campus Portal Activation Key, click here

Enter your Activation Key and click submit.

You will then be directed to enter a username and password, which can be anything of your choosing. For Example:
For Jane Doe, username = JaneDoe and password = testing1234(no spaces)
NOTE: Password must be 8 characters and contain a number or symbol.

Click Create Account.

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Campus Portal

Campus Portal account creation

Forsyth County

Congratulations! You have successfully created your Campus Portal account. Click here to enter Campus Portal login page.

In English | En Español | 中文简体 | 中文繁體

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Click Yes on this screen.

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Security Preferences

Update Your Security Preferences

To better protect your privacy and security, going forward all users will be required to add additional security preferences when registering a new account or logging into an existing account. Security preferences are another layer of protection for your account and will allow you to reset your password should you ever need to. Users can log in up to three times before these settings will be required.

Would you like to update your security preferences now?

Yes >> Not Now X

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The box below should appear when you login (if not click on Account Management)

- **Read instructions, then click to close.**
  - ○ **Completing these steps set up your security preferences so that you will be able to retrieve your username and/or password by email in the future if you forget.**

User Settings

Set User Account Recovery Email
Enter your email address.

Email

Set User Preferences

Likes

Activities Animals Food Other Sports

You have selected 0 of 8 likes

AND

Dislikes

Activities Animals Food Other Sports

You have selected

In order to properly recover your username or reset your password in the future, you must enter the following information.

On the next page, you will be required to enter each of the following:

1. A valid email address. This email address will be used when recovering your username or resetting your password.
2. Eight Like and eight Dislike images.
3. Your current Campus password.

It is important you select Like and Dislike images which have personal meaning to you. You will need to identify some of these images to prove your identity during the password reset process.

You can update your Like and Dislike images, email address, and password any time after they are initially saved.

click to close

Your Likes

Your Dislikes

1. **Enter your Email Address**
2. **Click on 8 images you like**
3. **Click on 8 images you dislike.**
4. **Enter your Parent Portal Password**
5. **Click save changes**

User Settings

Set User Account Recovery Email
Enter your email address.

Email registration@forsyth.K12.ga.us

Set User Preferences

Likes

Activities Animals Food Other Sports

You have selected 8 of 8 likes

AND

Dislikes

Activities Animals Food Other Sports

SKIM

WHOLE

You have selected 8 of 8 dislikes

Your Likes

Your Dislikes

$$x = \frac{v^2}{r+2i}$$

SKIM

Click any image to deselect it

Save Changes
Enter your current password to save any changes to your user account settings.

Current Password •••••••••• [Save Changes]

[Cancel]

Enter your User Name and Password and click Sign In to access your account.
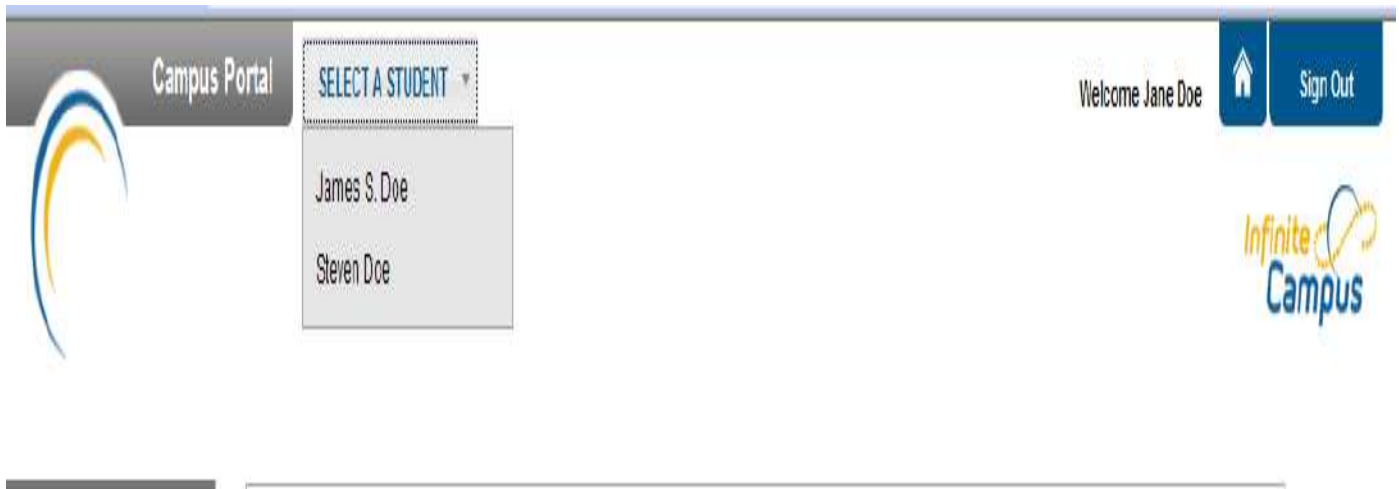

Select student that you wish to view (if you have more than one student enrolled). Click on Select a Student and click on student's name.

The student that you selected will appear on your screen.

To update contact information for a student:

Select Family Members on the left hand side of the screen to update information for people that reside in your household.   Click on update to update contact information.

Select Demographics on the left hand side of the screen to update information for people that are Non-Household Contact for your child.

Click on update to update contact information for a contact.

- The screen below will appear when you click on update.

Update Contact for James Smith Doe ✖

* Denotes Required Field

* First Name:	* Last Name:
Jimmy	Doe

Middle Name:	Suffix:
	▼

* Gender:	Email Address:
Male ▼	

Cell Phone :	Work Phone :
(404) 555 – 5555 ✕	( ) – ✕

Other Phone :	Contact Order: ❓
( ) – ✕	

* Relationship between Jimmy and James :

Grandparent/Grandchild ▼

Is Jimmy a Legal Guardian to James? ❓

No ▼

Comments:

Send Update **Cancel**

Click on Remove to remove a contact for your child.

- The screen below will appear when you click on remove.

Remove Contact - Jimmy Doe ✖

This will remove the Non-Household Contact. Click Send Update to continue.

Comments:

Send Update **Cancel**

Click on Add Contact to add a contact for your child.

- **The screen below will appear when you click on add contact.**

Add Contact for James Smith Doe ✖

* Denotes Required Field

* First Name:	* Last Name:

Middle Name:	Suffix:

* Gender:	Email Address:

Cell Phone :	Work Phone :
( ) - ✖	( ) - ✖

Other Phone :	Contact Order: ❓
( ) - ✖	

* Relationship between this person and James :

Is this person a Legal Guardian to James? ❓

No ▾

Comments:

Send Update   **Cancel**

To set you messenger preferences. Click on Contact Preferences. Check which messages you would like to receive and how you would like to receive them.

James Smith Doe Welcome John Doe **Sign Out**

13-14 Lakeside Middle School
Student Number: 124198
Grade: 07

Infinite Campus

James	
Calendar	▸
Schedule	▸
Attendance	▸
Grades	▸
Behavior	▸
Health	▸
Assessment	▸
Transportation	▸
Fees	▸
Reports	▸
Demographics	▸
Family	
Messages	▸
Household Information	▸
Family Members	▸
User Account	
Account Management	▸
Contact Preferences	
Forsyth County	
Lakeside Middle School	

Message Contact Preferences

Email Address:

Secondary Email Address:

Instructions:

For each type of message (Emergency, Attendance, Behavior, General Notification, Priority Notification, Teacher) select how you prefer to receive that message.

You may select to receive a message on more than one device.
To change or add a phone number you will need to contact your school's administrative offices.

Please check the Text(SMS) check box if you would like to receive text messages sent by the school.
- If Text (SMS) option is enabled message and data rates may apply. Charges are dependent on your service plan which may include fees from your carrier to send and receive these text (SMS) messages.
- To opt out uncheck the text (SMS) box anytime.
- For support contact your district.

		Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
Household Phone (678)555-5555	Voice	☑	☐	☐	☐	☐	☐
	Text (SMS)	☐	☐	☐	☐	☐	☐
Cell Phone (123)456-7890	Voice	☐	☐	☐	☐	☐	☐
	Text (SMS)	☐	☐	☐	☐	☐	☐
Other Phone (678)555-5555	Voice	☐	☐	☐	☐	☐	☐
	Text (SMS)	☐	☐	☐	☐	☐	☐

† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language US English ▾

Save
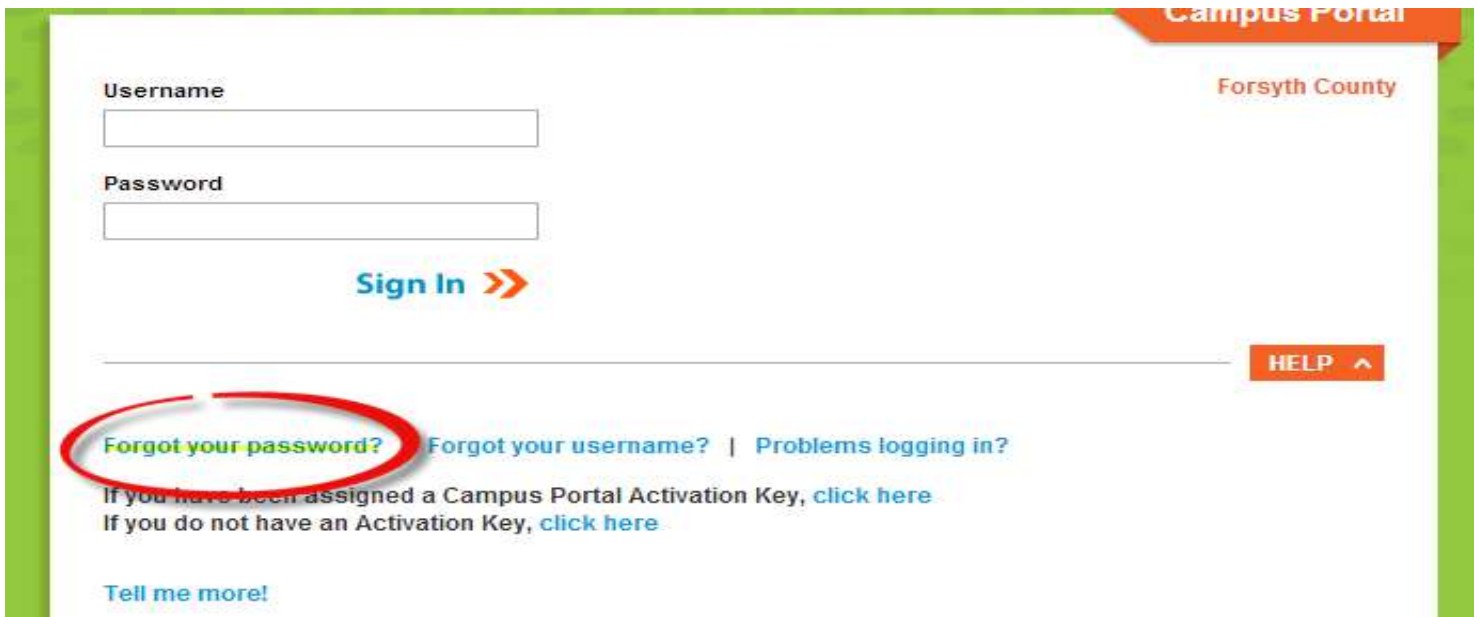
If you can't remember your username and/or password click on the [HELP ∨] **button.**

Click on Forgot your password? OR Forgot your username?

If this option doesn't work you must go to your child's school or the Registration Center (Office Hours: Monday-Friday 8:00-12:00 or 1:30-4:30-Closed 12:00-1:30 daily) with your picture ID to have your account reset.

Enter your username

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Password Reset
Step 1 of 4

Please enter the following information to begin the process of resetting your password

Username

[   ]

Check email on records for link to reset

Campus

Password Reset
Step 2 of 4

Check your email

Check your email and select the link included in the message to proceed.

Please contact Mike Champion at mchampion@forsyth.k12.ga.us or 678-947-0863, ext 312253 if you have questions or need further assistance with Parent Portal.

To access itslearning, please go to: **www.forsyth.k12.ga.us**
Click on itslearning under Quick Links

Once you have established your Parent Portal account, please follow Step 3 on the itslearning webpage.

Please click on Parent Login Support. This will initiate an email to a staff member to complete your itslearning account activation process. Upon activation you will receive an email to reset your itslearning password.

Please contact Mike Champion at mchampion@forsyth.k12.ga.us or 678-947-0863, ext 312253 if you have any questions or need further assistance with itslearning.