

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 ▾

Username

Password

Sign In >>

District Notices

2013-09-03
Parents: To better enhance security, Infinite Campus has made a change to the password reset functionality. You must create a security preference within your next 3 logins. You will be prompted after you login.

HELP ▾

HELP ▾

Click on If you have been assigned a Campus Portal Activation Key, [click here](#)

Username

Password

Sign In >>

Forgot your password? | Forgot your username? | Problems logging in?

If you have been assigned a Campus Portal Activation Key, [click here](#)

If you do not have an Activation Key, [click here](#)

Tell me more!

HELP ▲

Enter your Activation Key and click submit.

Infinite Campus Transforming K12 Education®

Campus Portal
Forsyth County

Activating your Campus Portal account

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school.

Activation Key

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In English | En Español | 中文简体 | 中文繁體

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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.

Infinite Campus Transforming K12 Education®

Campus Portal
Forsyth County

Campus Portal account creation successful!

Welcome **Jane Doe**, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

User Name

Password
 0%

Verify Password

In English | En Español | 中文简体 | 中文繁體

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Click Create Account.

The screenshot shows the Infinite Campus logo on the left and the tagline "Transforming K12 Education®" on the right. A white box in the center contains the text "Campus Portal account creation" and "Forsyth County". Below this, it says "Congratulations! You have successfully created your Campus Portal account. Click here to enter Campus Portal login page." At the bottom of the white box, there are language options: "In English | En Español | 中文简体 | 中文繁體" and copyright information: "©2003-2012 Infinite Campus, Inc. www.infinitecampus.com".

Click Yes on this screen.

The screenshot shows the Infinite Campus logo on the left and the tagline "Transforming K12 Education®" on the right. A white box in the center contains the text "Security Preferences" and "Update Your Security Preferences". Below this, it says "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." Below the text, it asks "Would you like to update your security preferences now?" At the bottom of the white box, there are two buttons: "Yes >>" and "Not Now X". At the bottom of the white box, there is copyright information: "©2003-2013 Infinite Campus, Inc. www.infinitecampus.com".

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

Set User Preferences

Likes

Activities Animals Food Other Sports

You have selected 8 of 8 likes

AND

Dislikes

Activities Animals Food Other Sports

You have selected 8 of 8 dislikes

Your Likes


Your Dislikes

Click any image to deselect it

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

Current Password

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



Infinite Campus Transforming K12 Education®

Campus Portal

Forsyth County

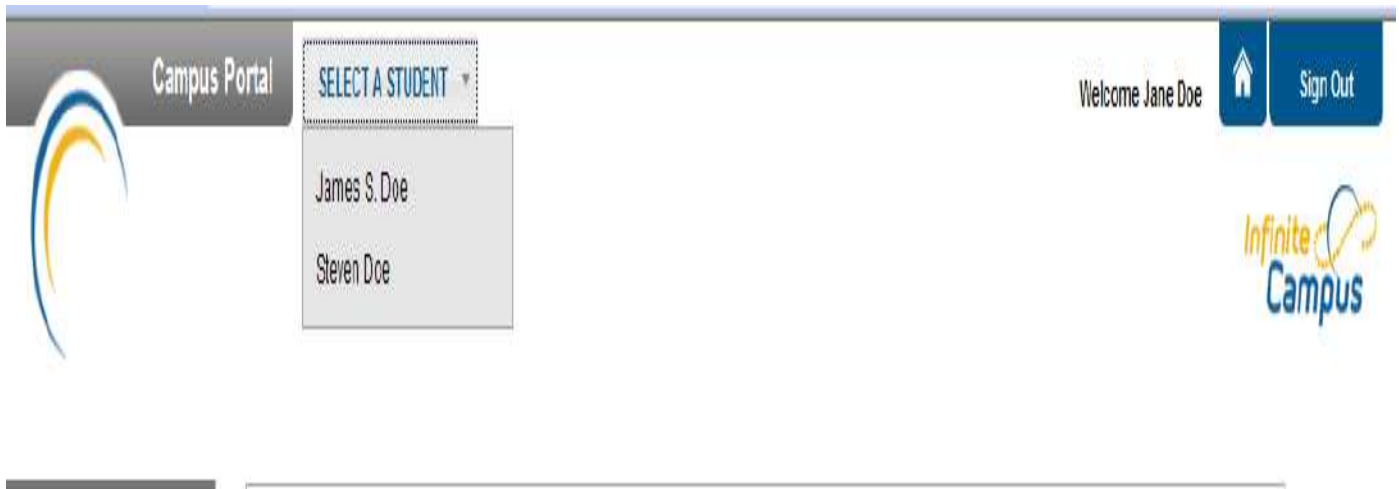
Username

Password

Sign In >>

HELP ^

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.




Campus Portal

SELECT A STUDENT ▾

- James S. Doe
- Steven Doe

Welcome Jane Doe

Sign Out



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.

Family Members

Documentation must be provided to your child's school in order to add/remove a guardian or guardian designation.

Household: Doe

Jane Doe

Cell Phone : (770)555-5555 Other Phone : (678)555-5555
 Work Phone : (770)887-2461x312252 Email : testing1234@forsyth.K12.ga.us
 Update

Name	Relationship with Jane	Contact Order	Guardian	
John Doe	Spouse		No	Update
James Smith Doe	Mother/Son		Yes	Update

John Doe

Cell Phone : Other Phone :
 Work Phone : Email :
 Update

Name	Relationship with John	Contact Order	Guardian	
Jane Doe	Spouse		No	Update
James Smith Doe	Father/Son		Yes	Update

James Smith Doe

Cell Phone : Other Phone :
 Work Phone : Email :
 Update

Name	Relationship with James	Contact Order	Guardian	
Jane Doe	Mother/Son		Yes	Update
John Doe	Father/Son		Yes	Update

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: <input type="text" value="Jimmy"/>	* Last Name: <input type="text" value="Doe"/>
Middle Name: <input type="text"/>	Suffix: <input type="text" value=""/> <input type="button" value="v"/>
* Gender: <input type="text" value="Male"/> <input type="button" value="v"/>	Email Address: <input type="text"/>
Cell Phone : (<input type="text" value="404"/>) <input type="text" value="555"/> - <input type="text" value="5555"/> x <input type="text"/>	Work Phone : (<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>
Other Phone : (<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>	Contact Order: ? <input type="text"/>
* Relationship between Jimmy and James : <input type="text" value="Grandparent/Grandchild"/> <input type="button" value="v"/>	
Is Jimmy a Legal Guardian to James? ? <input type="text" value="No"/> <input type="button" value="v"/>	
Comments: <input type="text"/>	

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:

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**

<p>* First Name: <input style="width: 90%;" type="text"/></p> <p>Middle Name: <input style="width: 90%;" type="text"/></p> <p>* Gender: <input style="width: 80%;" type="text" value="v"/></p> <p>Cell Phone : <input)="" <input="" style="width: 20%;" type="text" value=")"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/></p> <p>Other Phone : <input)="" <input="" style="width: 20%;" type="text" value=")"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/></p> <p>* Relationship between this person and James : <input style="width: 90%;" type="text" value="v"/></p> <p>Is this person a Legal Guardian to James? ? <input style="border: 1px solid gray; border-radius: 3px; padding: 2px 5px;" type="text" value="No"/> <input style="width: 20%;" type="text" value="v"/></p> <p>Comments: <div style="border: 1px solid gray; height: 20px; width: 95%;"></div> <div style="border: 1px solid gray; height: 20px; width: 95%;"></div> </p>	<p>* Last Name: <input style="width: 90%;" type="text"/></p> <p>Suffix: <input style="width: 80%;" type="text" value="v"/></p> <p>Email Address: <input style="width: 90%;" type="text"/></p> <p>Work Phone : <input)="" <input="" style="width: 20%;" type="text" value=")"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/></p> <p>Contact Order: ? <input style="width: 80%;" type="text"/></p>
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Send Update
Cancel

To set your 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

13.14 Lakeside Middle School
Student Number: 124198
Grade: 07

Welcome John Doe Sign Out

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone (123)456-7890	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Phone (678)555-5555	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

† 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

Save

If you can't remember your username and/or password click on the

HELP ▾

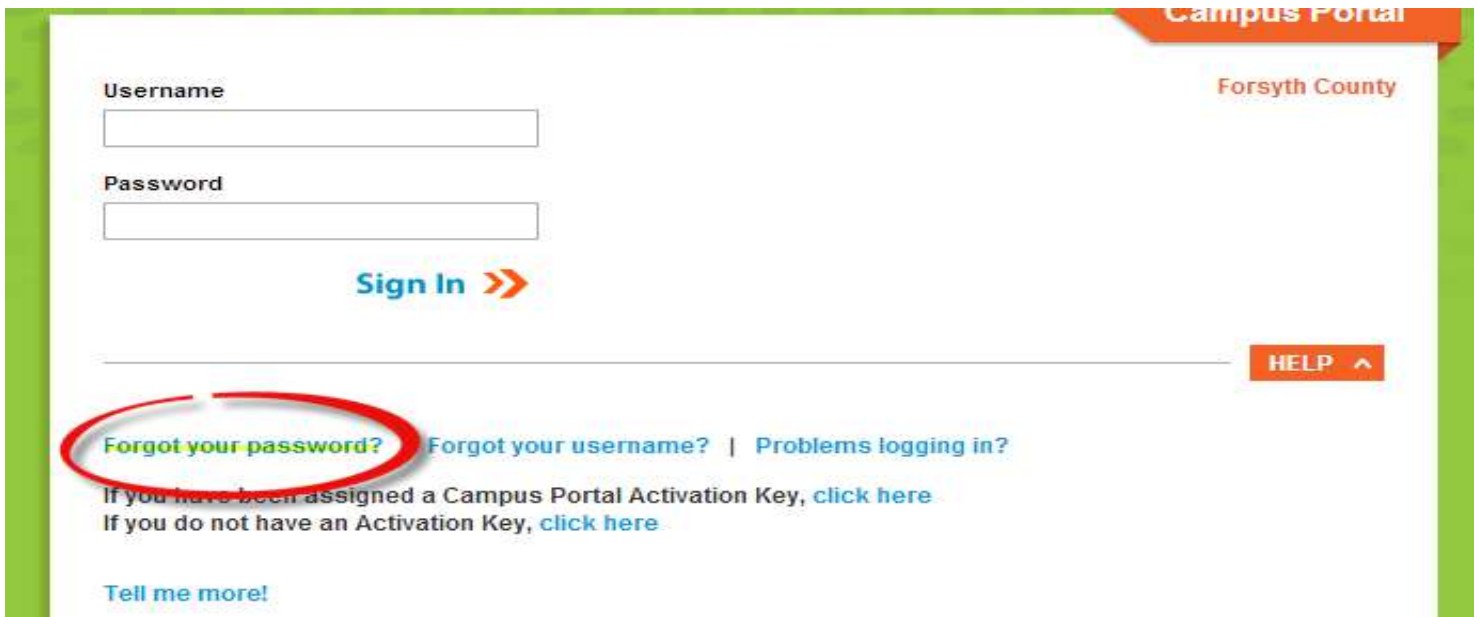
button.



The screenshot shows the Campus Portal login interface. At the top right, it says "Campus Portal" and "Forsyth County". There are two input fields: "Username" and "Password". Below them is a "Sign In >>" button. A teal arrow points from the right side of the page towards a "HELP ▾" button located below the "Sign In" button. Below the login area is a "District Notices" section with a date "2013-09-03" and a highlighted text block: "Parents: To better enhance security, Infinite Campus has made a change to the password reset functionality. You must create a security preference within your next 3 logins. You will be prompted after you login." At the bottom right of the notice is a small red square with a white downward arrow.

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.



This screenshot shows the same Campus Portal login page as above, but with additional links at the bottom. The "Forgot your password?" link is circled in red. Below the "Sign In >>" button, there is a "HELP ▲" button. At the bottom left, there are three links: "Forgot your password?", "Forgot your username?", and "Problems logging in?". Below these links, there is text: "If you have been assigned a Campus Portal Activation Key, [click here](#)." and "If you do not have an Activation Key, [click here](#)". At the very bottom left, there is a link "Tell me more!".

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

Infinite Campus Transforming K12 Education®

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.

The screenshot shows the itslearning website interface. On the left is a 'Sign me in' form with a dropdown menu for 'Forsyth County Schools', fields for 'User name:' and 'Password:', and a 'Sign in' button. Below the form is a 'Software update September 2013' section with a 'See what's new!' button. The main content area is titled 'News' and contains a 'Welcome to itslearning!' message for parents, instructions on how to reset a password, and a list of steps for new users. A red arrow points to the 'Parent Login Support' link in the 'Links' section on the right.

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.

This is an identical screenshot to the one above, showing the itslearning website interface. A red arrow points to the 'Parent Login Support' link in the 'Links' section on the right.

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.