

Activating a NEW Parent Portal Account

Full instructions and Español version... <https://www.paulding.k12.ga.us/domain/4142>

Virtual Instructions for Activating a Parent Portal Account

*Requests for Parent Portal accounts are now handled virtually. Please read the **Parent Portal Usage Policy** before continuing.*

*Please send an email to portal@paulding.k12.ga.us and include the following information. A copy of **state-issued parent picture ID** must also be included in the email. Your request will be handled within 48 hours.*

- Parent Name
- Parent Physical Address
- Parent Email Address
- Student's First Name
- Student's Last Name
- Student's Date of Birth
- Student's Physical Address
- Name of School Student Attends

An email will be sent to the parent email address in Infinite Campus providing the activation key and instructions on how to set up an account.

Account and Password Reset

Account and Password Reset

In an effort to ensure student information security, passwords will only be reset by email if parent state-issued picture ID is provided.

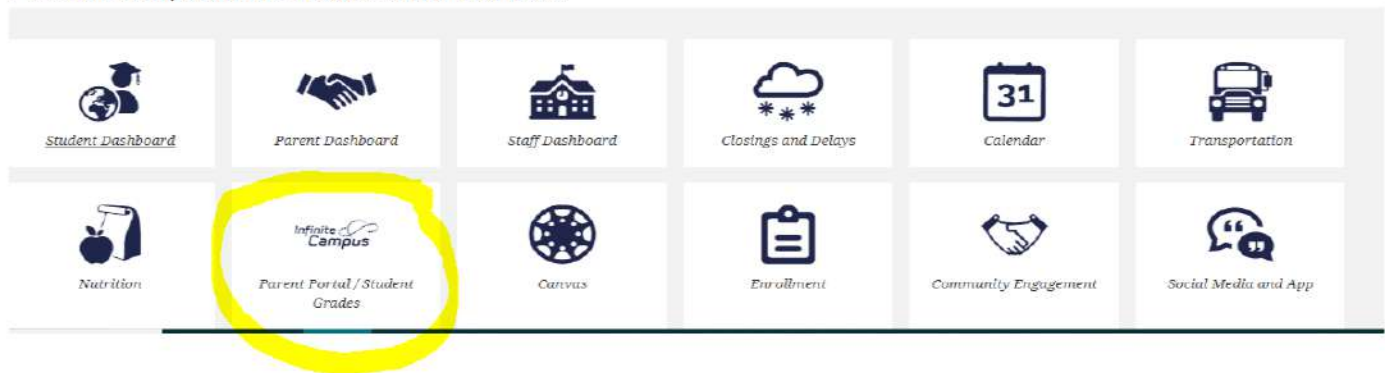
Accounts and passwords can be reset in one of two ways:

- The Portal Account Owner may go to any Paulding County school and present a state-issued picture ID or
- The Portal Account Owner may email portal@paulding.k12.ga.us. Parent state-issued picture ID must be included with this email.

Changes will take 24 to 48 hours to activate new changes.

Accessing Your Activated Parent Portal Account

1. Go to www.paulding.k12.ga.us. Right under the picture gallery, you will find the Infinite Campus icon. It states Parent Portal/Student Grades under the icon.




2. Click Campus Parent

A screenshot of the Infinite Campus login page for Paulding County. The page has a green header with the Infinite Campus logo. Below the logo, it says 'Paulding County' and 'Log in to'. There are two blue buttons: 'Campus Student' and 'Campus Parent'. The 'Campus Parent' button is highlighted with a yellow circle. At the bottom, there is a copyright notice: '©2003-2020 Infinite Campus, Inc. www.infinitecampus.com'.

3. Click New User?

A screenshot of the Paulding County login page. It has a green header. Below the header, it says 'Paulding County'. There are two input fields: 'Parent Username' and 'Password'. Below the 'Password' field is a blue 'Log In' button. Below the 'Log In' button is a 'Help' link. Below the 'Help' link is a 'Log in to Campus Student' link. Below the 'Log in to Campus Student' link is an 'or' separator. Below the 'or' separator is a 'New User?' link, which is circled in yellow.

4. Enter the activation code that you were provided at the Central Registration Office. Click Submit.



New user?

Activate your Campus Parent account by entering the activation key sent to you by your district.


If you do not have an activation key, please contact your district to obtain one.

Activation Key *

Submit

[Back to Login](#)


5. You will now create an user name and password. If username is already in use, a message will pop up informing you of this. Passwords must be 6 characters or longer. If the password isn't strong enough, you will be directed to create a stronger password. There are no requirements for any combination of characters, such as capital letters, numbers, or symbols. Click Submit.



Create Campus Parent Account

Welcome [REDACTED]

Username *

Password * 

Confirm Password *

Password Strength 0%

Submit

[Back to Login](#)

6. Once your account is successfully created, the following message will appear. You can now log in to view your student's grades, attendance, and more helpful information. You can also download the Infinite Campus Mobile Portal app from the App store or Google Play. ****NOTE: You must create the Campus Portal Account using an internet browser before using the Infinite Campus Mobile Portal app.****

