

Timber Ridge Elementary School

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October 12, 2016

Parents and Guardians:

This year Henry County Schools will once again offer the elementary version of the Infinite Campus Parent Portal for grades 1– 5. The Parent Portal enables you, as a parent or guardian, access to your child's attendance and progress at all times throughout the year. New this year, we will be implementing a paperless report card process for students in grades 1 -5. By registering for your Parent Portal account, you will automatically have access to your child's end-of-term grades as they are posted. You no longer have to wait for a paper copy of these grades to be sent home. Infinite Campus Parent Portal also comes in an app form that can assist you in having ready access at any time.

If you do not have Internet access, and need a paper copy of the end-of-term grades, please let your child's teacher know. Your child's teacher will print a copy of the report card for you. Our first end-of-term grades will be available by Monday, October 19, 2015.

If you haven't registered for your Parent Portal account, you may do so by using the following directions:

Parents must first obtain the activation code in order to create an account on the Parent Portal. This can be obtained by accessing the following link: https://campus.henry.k12.ga.us/K12_Custom/cparent/index.jsp?appName=henry&version=1&rel=hhchk

You will be asked to provide the following information:

- The student's student number
- The student's social security number
- The student's birthday

Once you have obtained the student's activation code, create the Parent Portal account using the directions below:

The **Activation Key** is only needed the first time the user accesses the portal. After that, the activation key will not work, and the user name 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 **User Name**.
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 **User Name** and **Password** and then explore the IC Portal.

If you have difficulty registering for an account, please contact your child's teacher for support.

Thanks,

Dr. Pamela Consolie & Mrs. Susie Carmichael