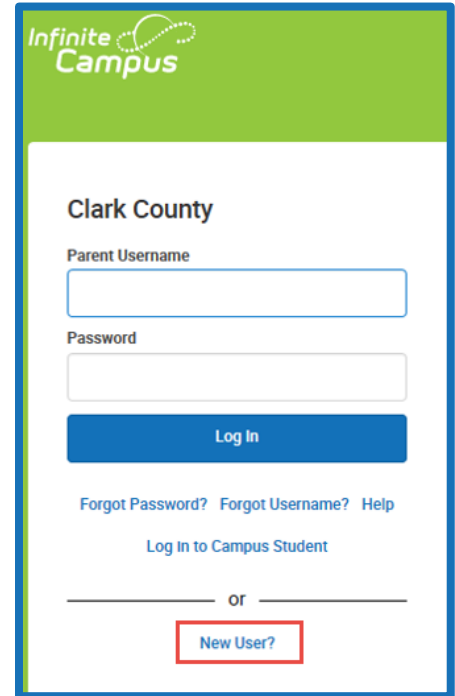


CAMPUS PARENT - HOW TO ACCESS

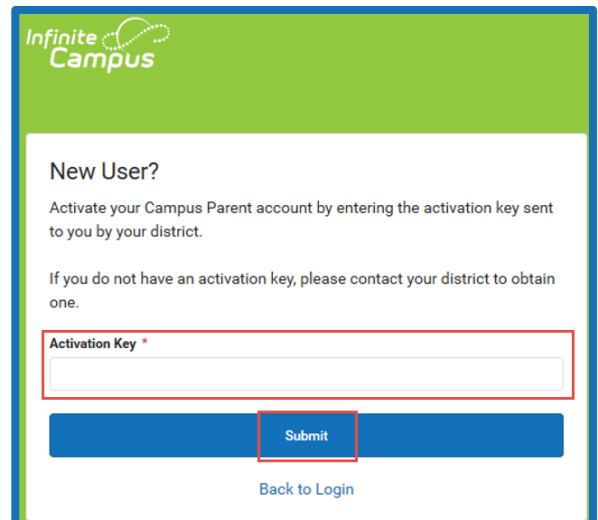
Every parent/guardian is given a unique activation key to access Campus Parent. If you have not been provided your activation key, please contact the Campus Liaison at your child's school. Below are the steps to create your Campus Parent account.

Enter the following web address into your browser:
campusportal.ccsd.net.

1. Select the **New User** link at the bottom of the page.



2. Enter your Activation Key. Your activation key will contain the letters A-F and digits 0-9.
3. Click **Submit**.







CAMPUS PARENT - HOW TO ACCESS

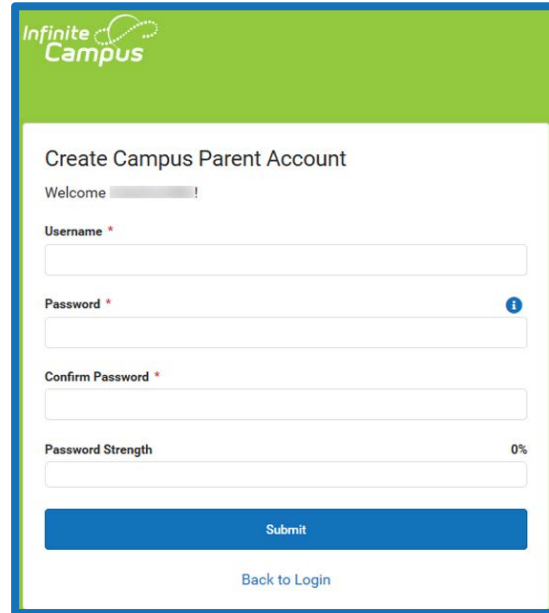
4. Enter a **Username**. Your Username will need to be unique and something easy to remember. For example, Jane Doe might use:

jane.doe janedoe ms.jdoe jdoe@myemail.com

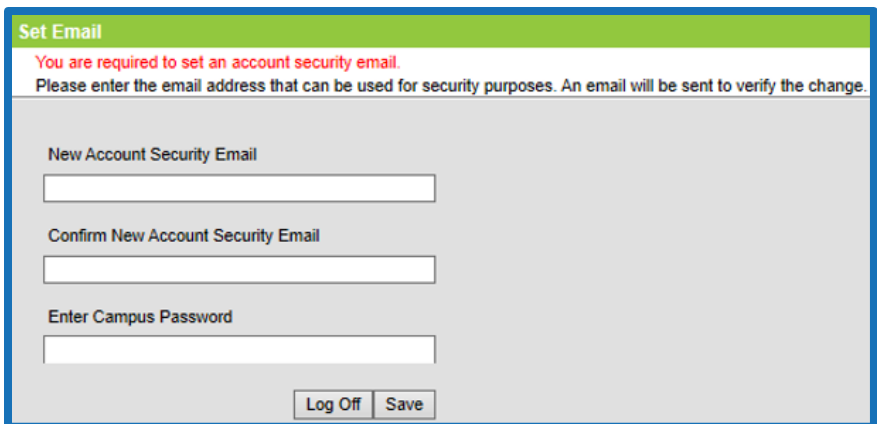
5. Enter a strong **Password**. The Password must be at least eight characters long and contain at least *three* of the following:

-  A capital letter (A, B, C, ...)
-  A lowercase letter (a, b, c, ...)
-  A number (1, 2, 3, ...)
-  A symbol (% , # , & , ...)

6. Re-enter your Password in the **Confirm Password** field.
7. Click **Submit**.



8. In the next screen, enter and confirm an Account Security Email address and your Campus password.



CAMPUS PARENT - HOW TO ACCESS

Note: It is important to set up the Account Security Email address. This email address will be used to help you through the recovery process. This recovery process is initiated by the **Forgot Password?** and/or **Forgot Username?** buttons on the Campus login screen.

If you do not set up your email address, you will not be able to use these features and will need to contact the school's Campus Liaison for assistance.

All Campus Parent users (except CCSD staff using his/her AD credentials) have the ability to change their own password or retrieve a forgotten username or password through the Account Settings process. You must log into your Campus account to access the Account Settings.

If you have questions about logging into Campus Parent, or about the information you see in Campus Parent, please contact the Campus Liaison at your child's/children's school.