

Creating a Parent Portal Account in Infinite Campus

All parents are encouraged to setup an account in the Infinite Campus Parent Portal for the latest in information regarding Attendance, Grades, Assignments, PLUS a wealth of other information regarding your student. The steps below will walk you through setting this up.

Before you begin the process of creating a Parent Portal Account for Infinite Campus, you must have the following information. You will not be able to create the account without all of these items.

1. Student's ID Number (This is also used as the student's lunch number) If you do not know this number, contact your child's school.
2. Student's Social Security Number
3. Student's Date of Birth

Instructions:

Click on this link to access the website to create the Parent's GUID code.

https://campus.tiftschools.com/K12_Custom/cparent/index.jsp?appName=tift&version=1&rel=hhchk



The screenshot shows the 'Infinite Campus Portal Activation Key Lookup' form. It includes fields for Student Number, Student SSN (with a placeholder '999999999 (no dashes)'), Student Birthdate (Month, Day, and Year dropdowns), and a 4-digit Year field. There are 'Submit' and 'Reset' buttons at the bottom.

Enter the Student's ID Number in the Student Number field.

Enter the Student's Social Security Number in the Student SSN field

Enter the Student's Birthdate (Month, Day and Year)

Click once on Submit.

Once the data is submitted you will see a screen with the GUID for each parent. Note that there is a separate ID for each parent.



The screenshot shows the 'Infinite Campus Portal Activation Key Lookup' results screen. It displays the following GUIDs:

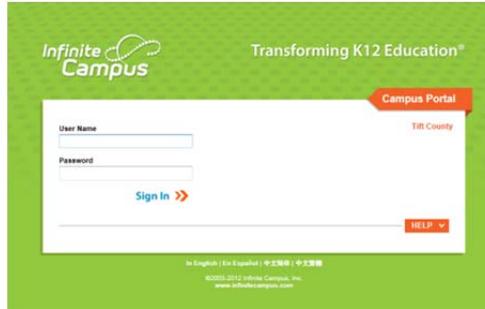
| | |
|---------------|---------------------------------------|
| John Doe GUID | 20147A37-4AC9-4E1A-A23F-9C8E7ELM599 |
| Jane Doe GUID | 1234A56B-789C-1234-5678-D89DD0123CA41 |

Below the table is a 'Parent Portal' button.

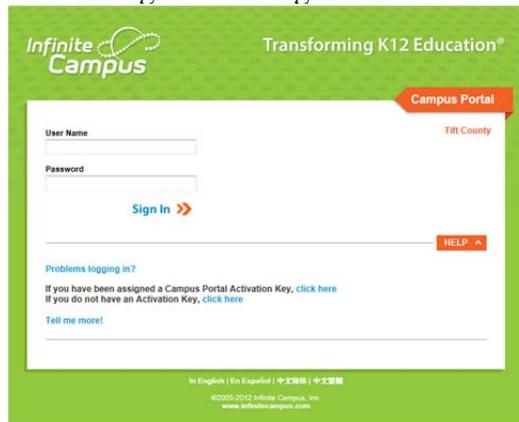
Parents need to print, write down, or copy and paste the activation key associated with their name into a word processing document.

After you have the link printed or copied, click once on the link for the parent portal.

You will see the login page for the Campus Portal. Note that the login page for parents has “Campus Portal in the top right corner of the login window.



Click once on the Help button in the bottom right of the login window.



Click on the link beside the statement "if you have been assigned a Campus Portal Activation Key, click here"



Parents need to enter the code written down or copied earlier. Once you have entered the code exactly as it was written, click Submit.

If entered correctly, it will allow each parent to create your own User ID and Password.

Parents can only complete this process 1 time. Once a User ID and Password has been created, Infinite Campus will not allow you to create another.

After you have created your User ID and Password, you can access the Parent Portal by clicking on the Campus Portal link on our website at www.tiftschools.com.

If you experience problems creating your User ID and Password, please contact your child's school or send an email to portalsupport@tiftschools.com.