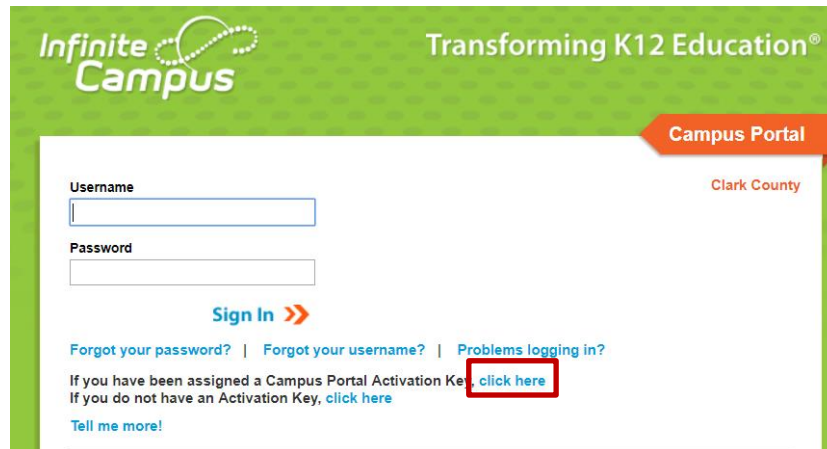


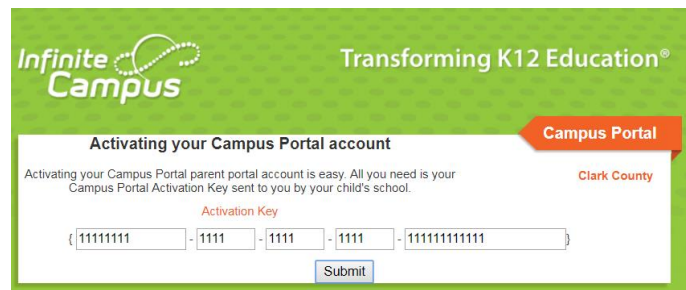
## Parent/Guardian—How to Access Campus Portal

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

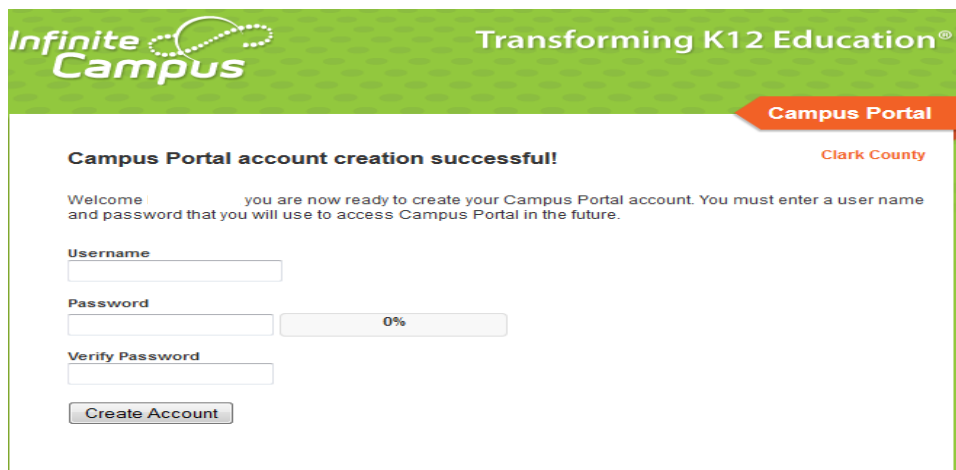
1. Enter the following web address into your browser: **campusportal.ccsd.net**



2. Select the “**click here**” link after the phrase, “**If you have been assigned a Campus Portal Activation Key**”
3. Enter your Activation Key. Your activation key will contain the letters A-F and digits 0-9
4. Click **Submit**



5. 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
6. Enter a strong Password. The Password must be at least eight characters long and contain at least **three** of the following:
  - a. A capital letter (A, B, C, ...)
  - b. A lowercase letter (a, b, c, ...)
  - c. A number (1, 2, 3, ...)
  - d. A symbol (% , # , & , ...)
7. Re-enter your Password in the **Verify Password** field
8. Click **Create Account**



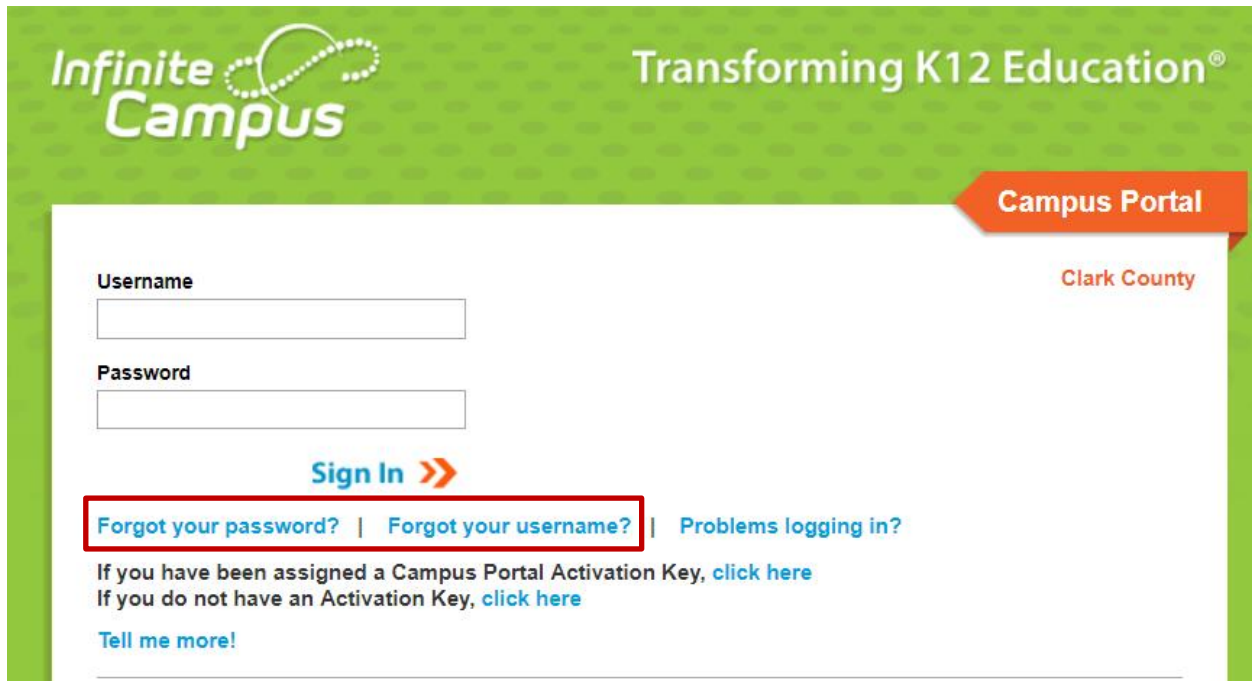
All Campus Portal users (except CCSD staff using his/her AD credentials) have the ability to change their own password or retrieve a forgotten username or password through the Account Settings process. You must log into your portal account to access the Account Settings.

|                         |   |
|-------------------------|---|
| <b>Family</b>           |   |
| Messages                | > |
| Discussions             | > |
| Household Information   | > |
| Calendar                | > |
| Fees                    | > |
| Payments                | > |
| To Do List              | > |
| <b>User Account</b>     |   |
| <b>Account Settings</b> |   |
| Contact Preferences     | > |
| Access Log              | > |
| Notification Settings   | > |

### Change Account Settings

|   |                      |
|---|----------------------|
| Account Security Email:<br>testmanb@gmail.com               | <a href="#">Edit</a> |
| Password:<br>*****  | <a href="#">Edit</a> |
| E-Signature PIN:<br><a href="#">Add an E-Signature PIN.</a> | <a href="#">Add</a>  |

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 Your Password?” and/or “Forgot your 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 Portal Liaison for assistance.



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