CCSD | Clark County School District

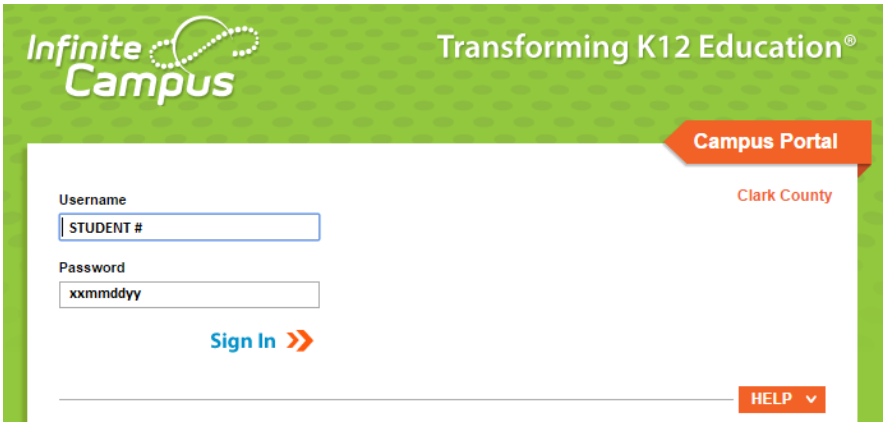
Student—How to Access Campus Portal

Every student will be provided their Username and Password to access Campus Portal. For questions about your account, please contact your Portal Liaison or school designee.

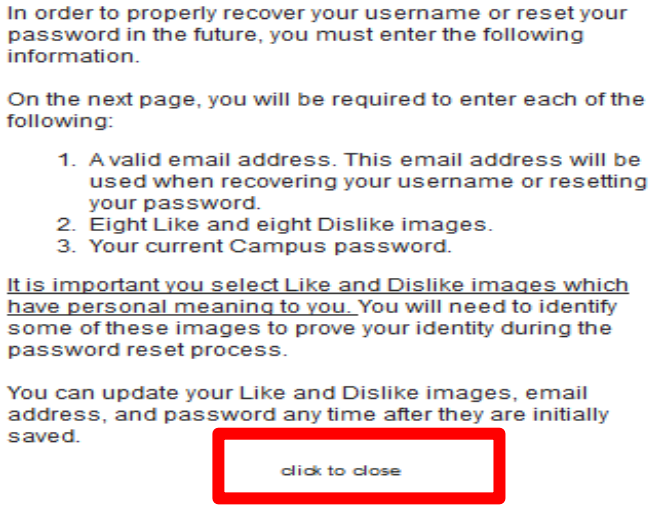
- **Username = Student ID Number**
- **Password = xxmmddyy**
  - **xx = First Initial of First Name, First Initial of Last Name (lower case)**
  - **mmddyy =(month, day, year of birth)**
  - **Example: Johnny Smartguy-DOB, May 24, 2000, *Password = js052400***

Enter in your web browser: campusportal.ccsd.net

1. **Enter your Username and Password. Click Sign In.**



2. **Upon your initial sign in you will be prompted to change the default password to a new password.**
3. **The next time you sign into Campus Portal, you will be prompted to set your User Preferences. Select Yes. (Setting your User Preferences will allow you to retrieve a forgotten Username or Password by clicking on the HELP button of the Portal sign in interface.)**
4. **The following screen will appear, and you will be prompted to create your user preferences. Please read carefully. Click to close.**



In order to properly recover your username or reset your password in the future, you must enter the following information.

On the next page, you will be required to enter each of the following:

1. A valid email address. This email address will be used when recovering your username or resetting your password.
2. Eight Like and eight Dislike images.
3. Your current Campus password.

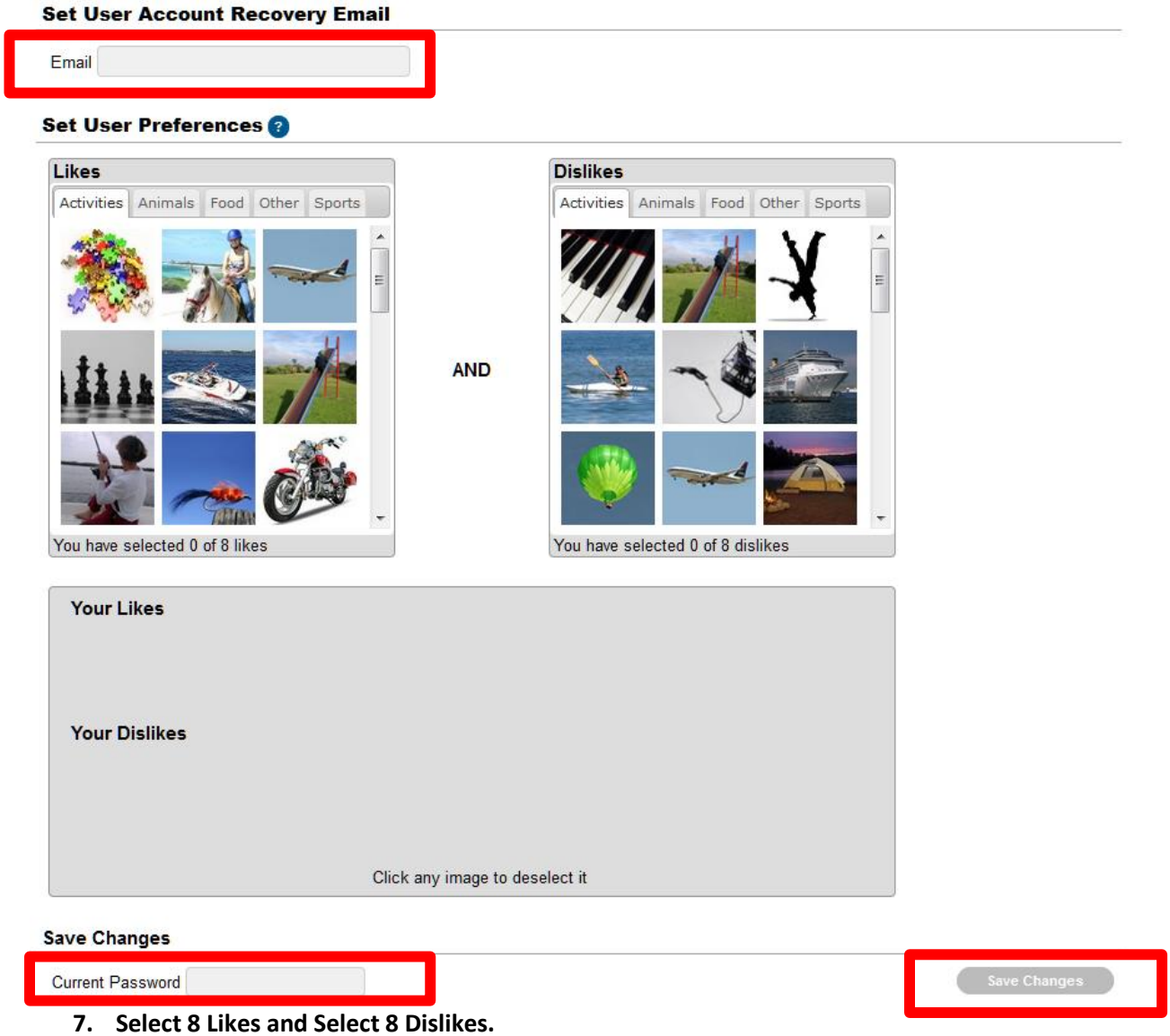
It is important you select Like and Dislike images which have personal meaning to you. You will need to identify some of these images to prove your identity during the password reset process.

You can update your Like and Dislike images, email address, and password any time after they are initially saved.

click to close

Student—How to Access Campus Portal (continued)

5. **On the next screen you must enter an Email Address and set User Preferences to enable the Self-Serve password reset feature of Campus Portal.**
6. **Enter your Email Address. You may enter your family email address if you do not have a personal email. Set your User Preferences.**



7. **Select 8 Likes and Select 8 Dislikes.**
8. **Enter your current password to save changes to your user account settings. Save Changes.**

Students not having an email address should use a family email address. If a family email address is not available, the Campus Portal can still be used. ***The Self-Serve password reset feature will not be available and Users will be asked, at each sign in, to set User Preferences until preferences and an email are entered.***