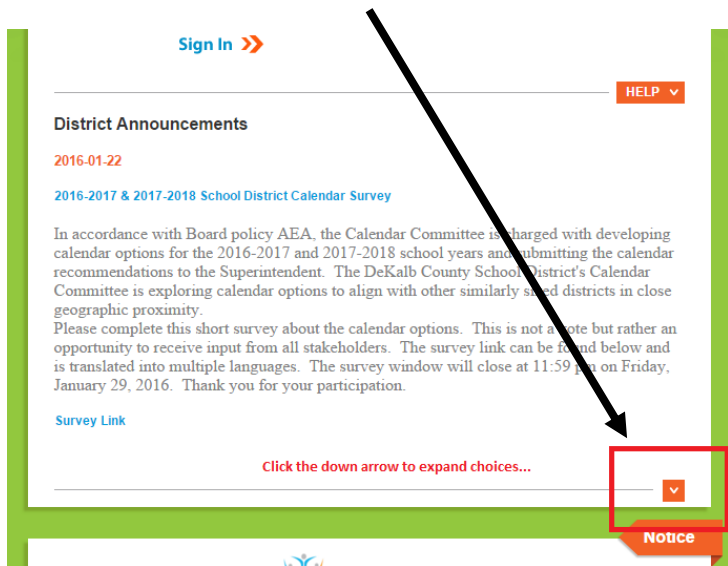


# How to Create a Parent Account for Infinite Campus Parent Portal:

Go to <https://campus.dekalb.k12.ga.us/campus/portal/dekalb.jsp>

Click the down arrow.



Click the "DCSD Portal Account Activation" link...

2014-08-21

*Click **HELP** above if you have been provided your **ACTIVATION Code**.*

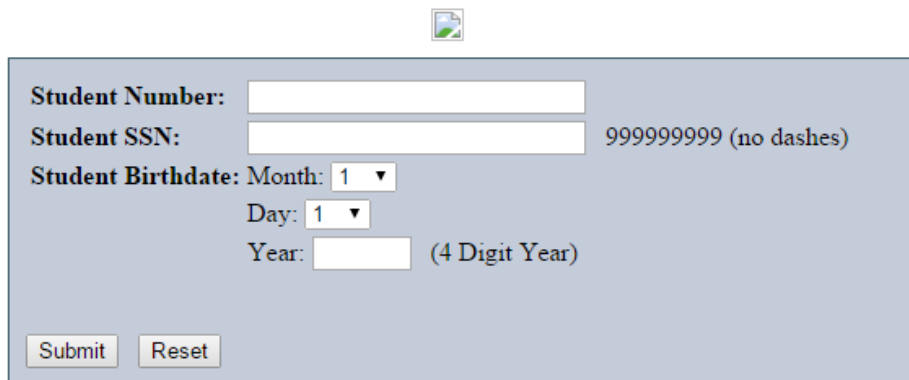
**If you do not have a portal account or if you do not remember your user name, click on the following link to get your new account activation code or to look up your user name. If you need assistance contact your local school and ask for the Portal Security Officer.**

**[DCSD Portal Account Activation](#)**





## Portal Activation Key Lookup

A screenshot of a web form for portal activation. The form has a light blue background and contains the following fields: "Student Number:" with a text input box; "Student SSN:" with a text input box and the text "999999999 (no dashes)" to its right; "Student Birthdate:" with three sub-fields: "Month:" with a dropdown menu showing "1", "Day:" with a dropdown menu showing "1", and "Year:" with a text input box and the text "(4 Digit Year)" to its right. At the bottom left of the form are two buttons: "Submit" and "Reset".

Student Number:

Student SSN:  999999999 (no dashes)

Student Birthdate: Month:  Day:  Year:  (4 Digit Year)

- Enter Student Number (no “S” ...just 7 digits)
- Enter Student Social Security Number (9 digits)—*if your child does not have a SSN, leave this block blank*
- Enter Student Birthdate.
- Submit.

If lookup is successful, you will have option to “Activate Your Parent Portal Account Now.” You must enter a user name and password that you will use to access Campus Portal in the future. *Password must be 8-10 characters long. Include letters, punctuation, including space, symbols and numbers.*

If lookup not successful, please try one more time to ensure correct digit entry.

If still unsuccessful after at least 2 attempts, email Austin Registrar [Suzanne M Weil@dekalbschoolsga.org](mailto:Suzanne_M_Weil@dekalbschoolsga.org) and request an activation key. *Please specify which parent is seeking access, as activation keys are specific to each parent.*