

# Infinite Campus Parent Portal

## Creating your Portal Account

Visit the Colquitt county schools website <http://www.colquitt.k12.ga.us/> and click the icon listed for Parent Portal under the Parent Links module.



When you click the link you should see the Infinite Campus login window. To create your account, click on the **Help** button to expand the options.

In the expanded section click on the area that states, "If you have been assigned a Campus Portal Activation Key, click here."

Remember: You must have received an Activation Key in an email from Colquitt County Schools in order to register for an account.



Enter your activation code in the area provided.

It may be helpful to copy and paste but it will be necessary to copy and paste each segment of the code into the area.

**Submit** your code.

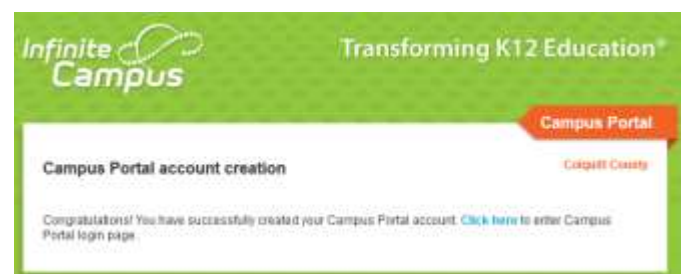
If your code is accepted you should see your name in the directions on the next screen.

**Create** your own unique username and password to use with your future Campus logins. *(Please make note of this information for your future login purposes.)*



Once your login is created, you should receive this message. Click on the blue hyper-link "click here" message in order to proceed to the login screen.

You will login from the login screen for all future logins with the information that you created in the earlier step.



Once you are logged in to Parent Portal, you will find ample information listed for your children.

## About Parent Portal

Below the Campus icon on the left of the screen, you should find a **Family** section of the menu listing messages, calendar, and “To Do” list. This will give you an overview for all of the students tied to your portal account. The calendar will show Assignments and Attendance events as well as school holidays.

The “To Do List” shows assignments that are scheduled. An assignment listed in red designates that a grade has not been entered for the assignment. This could indicate an overdue assignment or a delay in grade entry by the teacher.

<b>Family</b>	
Messages	>
Calendar	>
To Do List	>
<b>User Account</b>	
Account Management	>
Contact Preferences	
Access Log	>

In the User Account portion you can select the types of notification and update your email address for receiving future portal messages.

Email Address:

Secondary Email Address:

Instructions:

For each type of message (Emergency, Attendance, Behavior, General Notification, Priority Notification, Teacher) select how you prefer to receive that message.

	Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Individual Student Information



If you have more than one child attending Colquitt County schools, you will need to select individual students from the drop down list. After clicking on the individual student's schedule, you should see District Notices, School notices, and an Inbox. Portal messages from the district and school along with missing or failing assignments will be listed here.

The **Calendar** area provides a calendar view of attendance and assignment information.

The **Schedule** lists the student's schedule. You may click on the course name to reveal assignments and scores. The portal will contain current academic grades, both in progress and posted. For more details on some assignments, click on the individual assignment names appearing as hyperlinks (in blue text)

The **Attendance** portion will only show negative attendance marks such as absences and tardies. If your child's record shows nothing in the right-hand column, then they have been counted as present for every day they've been enrolled in school.

The **Grades** area is a quick overview of all posted grades for specific grade reporting times. This page reveals the posted average for a course at 4 ½ week progress report intervals until the end of each quarter or semester.

The **Assessment** area will provide access to available state and national test scores.

The **To Do List** provides information about outstanding or upcoming assignments.

The **Reports** area can allow you to print a student schedule or a record of a student's missing assignments.

Calendar	>
Schedule	>
Attendance	>
Grades	>
Assessment	>
To Do List	>
Reports	>

Go Mobile Anytime. Anywhere.



**One Touch.  
Tons of Info.**

Anytime, anywhere access.  
Get your Campus Portal information  
when you want it from your mobile  
device.

**Step 1**

**Download the App**

Download the Infinite Campus Mobile Portal application from any of the following app stores:



**Step 2**

**Launch the Campus App and Enter your District ID**

Select Settings.

Enter your District ID: **QYLLXT**

**Step 3**

**Enter Portal Account to Sign In**

Enter your Campus Portal Username and Password

Select Log In / Sign In

**Help**

Find help, review mobile device requirements, or submit a request for support on the [Mobile Home](#) and [More Info](#) pages.

[infinitecampus.com](http://infinitecampus.com) | Campus Mobile Portal