Instructions for Creating a Campus Portal Account

Before creating a Campus Parent Portal account, the student must be registered in a DeKalb County School.

Go to **www.dekalbschoolsga.org**

Scroll to bottom of page and click on Infinite Campus

The following student information is needed to set up a Campus Parent Portal account:

- DeKalb 7-digit Student Number
- Student SSN (The school must enter Student SSN prior to creating an account)
- Student Date of Birth

Need your Activation Key (GUID#)?

Retrieve your Activation Key (GUID#) to create a Campus Parent Portal account using the instructions below:

- Go to the **Campus Parent Portal** site and click on the DCSD Portal Account Activation link.
- Enter the DeKalb 7-digit Student Number, Student SSN and, Student Date of Birth.
- Click submit to receive Activation Key (GUID#)
- Click on "Activate your Parent Portal Account now." Enter the Activation Key (GUID#) in the space provided and then click Submit.
- Enter a Username and Password and click Submit.

Already have an Activation Key (GUID#)?

The school Registrar can provide an Activation Key (GUID#). Use this key to create your own user account.

- Go to the **Campus Parent Portal** site and click Login.
- Click New User?
- Enter Activation Key (GUID#) in the space provided and then Submit.
- Enter a Username and Password and click Submit.