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

![Campus Portal Login Screen]

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

![Activation Key Entry Screen]
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.
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.