

Logging into the Parent Portal for the first time:

1. Open an internet browser and type the following address into the address bar
bit.ly/lcportal
2. On the Login page, expand the **Help** option. Options for forgetting your password or other login problems display.
3. Select the **If you have been assigned a Campus Portal Activation Key, click here** option. An Activating your Campus Portal Account screen displays.

Infinite Campus Transforming K12 Education®

Campus Portal District 0513

Username

Password

Sign In >>

HELP ^

[Forgot your password?](#) | [Problems logging in?](#)

If you have been assigned a Campus Portal Activation Key, [click here](#)
If you do not have an Activation Key, [click here](#)

[Tell me more!](#)

District Notices

2011-09-06
Infinite Campus & Parent Portal will not be available during this time frame:
starting Saturday, **September 10 at 12:00 a.m.**
and ending on **Sunday, September 11 at 11:59 p.m.**

In English | En Español | 中文简体 | 中文繁體

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4. Enter the **Activation Key** the district has assigned to you. Once the Activation Key has been used to create an account, it cannot be used again.

Infinite Campus Transforming K12 Education®

Campus Portal

Activating your Campus Portal account District 0513

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school.

Activation Key

{ EAD16296 - 7C23 - 4887 - 8E58 - B6BD5244BF1D }

Submit

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5. Click the **Submit** button. The Activation Key will be verified, and when approved, a screen will prompt the user to create a username and password.

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Campus Portal

Campus Portal account creation successful! District 0513

Welcome **Camilla New Parent**, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

Username
camilla0513

Password
●●●●●● 100%

Verify Password
●●●●●●

Create Account

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Username and Password Creation

1. Enter a **Username**. Use an alphanumeric (both letters and numbers) username.
2. Enter a **Password**. Use an alphanumeric password. Passwords should be at least 6 characters long. If system preferences have been sent to require a **Strong Password**, it must meet three of the four qualifications:
 - A lower case letter (a, j, r, etc.)
 - An upper case letter (A, J, R, etc.)
 - A number (3, 7, 1, etc.)
 - A symbol (@, %, &, etc.)
3. Re-enter the password in the **Verify Password** field.
4. Click the **Create Account** button.

This action will create the username and password. The username and password will be verified, and upon approval, the portal account will be created. Use *Click Here* link on the account creation page to enter the username and password to access the Portal information.

The screenshot shows a green background with the Infinite Campus logo in the top left and the text "Transforming K12 Education®" in the top right. A white rectangular box in the center contains the following text: "Campus Portal account creation" followed by "Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page." To the right of this box, there is an orange arrow-shaped button labeled "Campus Portal" and the text "District 0513". At the bottom of the page, there are links for language options: "In English | En Español | 中文简体 | 中文繁體", and copyright information: "©2003-2012 Infinite Campus, Inc. www.infinitecampus.com".

For Support, please call 434-515-5090