CCSD | Clark County School District

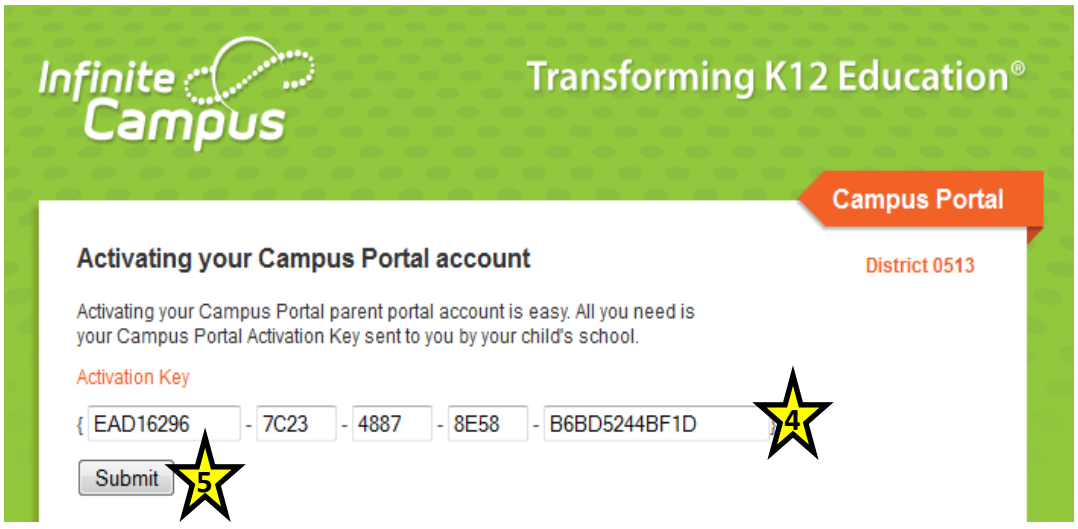
Infinite Campus PORTAL

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.

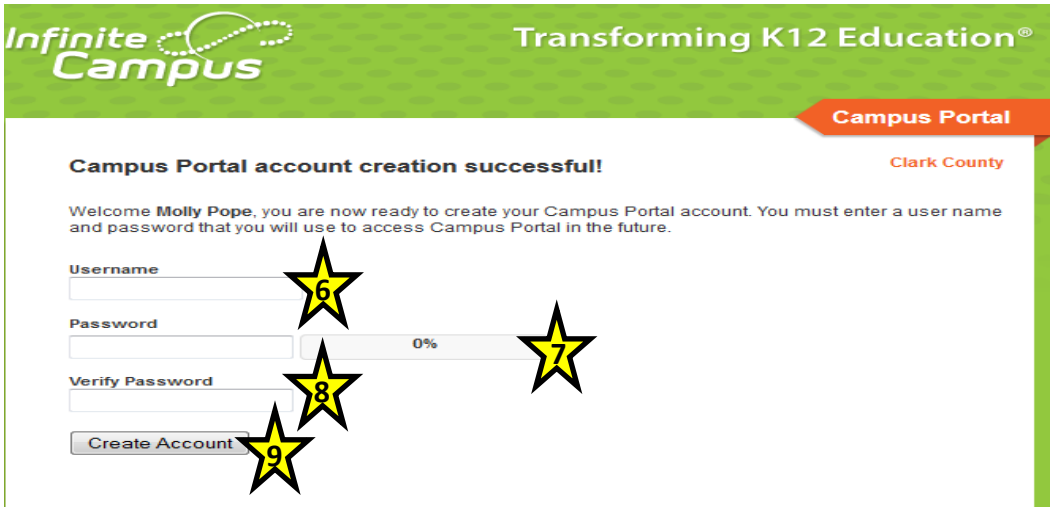
1. Enter the following web address into your browser: **campusportal.ccsd.net**
2. Click on **Help**
3. Select the "**click here**" link after the phrase, "**If you have been assigned a Campus Portal Activation Key"**

4. Enter your Activation Key. Your activation key will contain the letters A-F and digits 0-9
5. Click on **Submit**



Parent/Guardian –How to Access Campus Portal continued

6. 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
7. 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 (%, #, &, …)
8. Re-enter your Password in the **Verify Password** field
9. Click on **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 password through the Infinite Campus self-serve process. When signing into Campus Portal a second time or via Account Management, the user is prompted to set up this process.

Listed below are the steps for setting up the **self-serve** process:

1. Sign in using your new Username and Password
2. Click YES to update your security preferences now.
3. Enter an email address
   (If an email address is not available, the Campus Portal can still be used. The Self Help password reset feature will not be available and Users will be asked, at each sign in, to set User Preferences until preferences and an email are entered.)
4. Select 8 Likes
5. Select 8 Dislikes
6. Save changes
7. Enter your current password to save changes
8. SAVE

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.