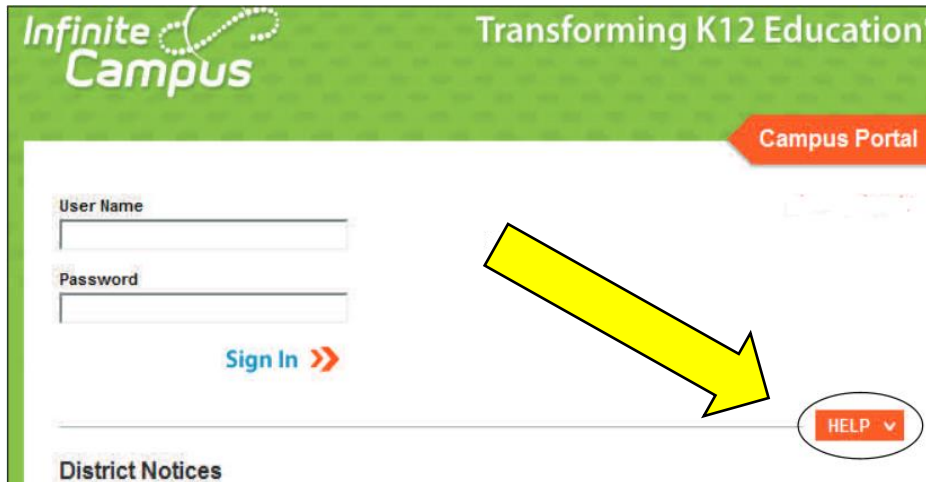


Parent/Guardian- How to Access Campus Portal

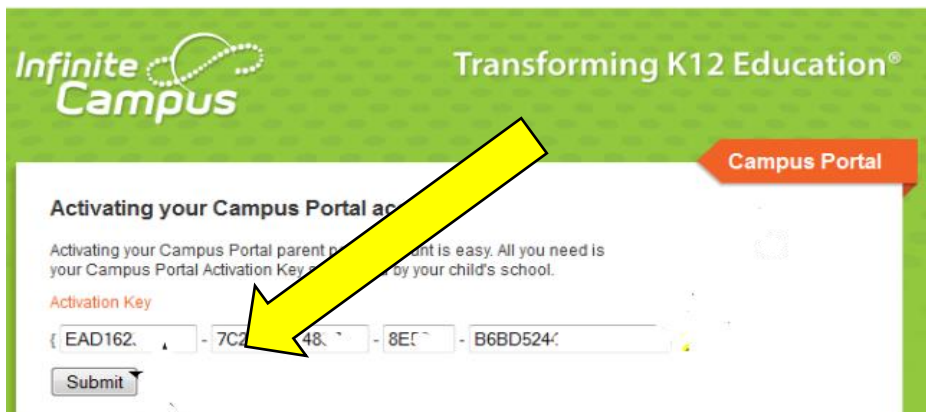
Creating an Account

Every parent/guardian is given a unique activation key to access the Campus Portal. If you have not been provided with your activation key, please contact your child's school. Below are the steps to create your Campus Portal account.

1. Enter the following web address into your browser: carsoncityschools.com
2. Click on the "Infinite Campus" option on the quick links task bar (center of the page)
3. Select the "Infinite Campus Portal – Parent and Student"
4. Click on **HELP** in the bottom right hand corner



5. This screen will appear. Enter your activation key exactly as provided in your letter. Your activation key will contain letters and numbers.



6. Click Submit
7. Enter a Username. Your Username will need to be unique and something easy for you to remember.
8. Enter a strong Password. The Password is required to 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 (%,#,&,...)
9. Re-enter your Password in the **Verify Password** field

10. Click **Create Account**

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Campus Portal

Campus Portal account creation successful!

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.

User Name

Password 100%

Verify Password

11. Once you've successfully completed creating your account in Campus Portal, click on the Online Registration link to begin verifying and updating your student's information for the new school year.

**This process eliminates filling out numerous forms for each student at the beginning of the school year.

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Campus Portal

Campus Portal account creation Carson City

Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page.

In English | En Español | 中文简体 | 中文繁體

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