

Set up your Infinite Campus Portal Account

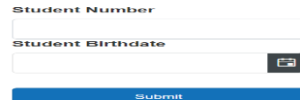
It is very important to have an Infinite Campus Parent Portal Account because this is how your child's teacher will communicate and share important information with you. We do not print report cards to send home. Your Parent Portal account allows parents and students to:


- See ALL your children's RCPS grades for every assignment, progress report and report card
- See ALL your children's RCPS missing assignments, attendances and absences
- Receive important school and RCPS notices and calls

Directions to create your Parent Portal Account

BEFORE YOU CAN START THIS PROCESS, GET YOUR CHILD'S STUDENT ID NUMBER FROM THE TEACHER.

1. Go to a computer (not a smart phone or tablet).
2. Go to an internet browser window and type **tinyurl.com/rcpsparent2019** in the address bar. **Press enter.**



- 3a. When you get to this screen , enter your child's Student ID **provided by the teacher.**
- 3b. Use the date picker to select your child's birthdate or type it in. Click Submit.

4. On the next screen, you will see the guardian(s) listed. Click on your name. and a 32-digit **GUID Activation Key** will appear.



5. Before continuing, click and drag to highlight just the 32-digit key.
(Do not copy the letters GUID.) Right click the Activation key and select **copy**.
6. Click on **Create Portal Account**
7. **In the next window**, right click and paste the activation key in the box. (**Do not include GUID:**) Click on **Submit**.
8. Next, you will create and type a **Username** (personal email address) and **Password** (must contain a minimum of 8 characters including letters, numbers, and symbols.) Click on **Submit**.

After Creating your Parent Portal Account-You are not finished yet!

1. You will see a Congratulations notification. Click on **Back to Login** to finish setting up the account.
2. **Login with the email address and password you just provided,**
3. You will be prompted to enter your email address to be used as a recovery email address and Password. This will be used in case you forgot your username and password so this should be the same email address and password you used creating the account. Click **"Save"**. (You will **not** receive a verification email at this time).

One Last Step! Finalizing the Registration of the Parent Portal Account

1. You will be taken to the Message Center.
2. Scroll all the way down to click on **More**. Click on **Address Information** and make changes if necessary. When finished, click on the **Back button**.
3. Then go to **Annual Student Updates** and **Click here to complete the Annual Updates**.
4. **Go to the bottom** and select **Begin Registration**. Select your preferred language and complete the updates.

Downloading the Infinite Campus Parent Portal Mobile App on your phone or tablet

Once you have created an account, continue through the steps below to setup the app on your phone.

Step 1: Install the Infinite Campus mobile app on your device.

Step 2: When you first open the app, you will be prompted for your district and state. Enter **"Rockdale"** and choose **"Georgia"**, then **"Search"**.

Step 3: Select **"Rockdale County"**

Step 4: Enter your username and password to log in

Step 5: Enter your notification settings and click "Save Settings" at the bottom.

Step 6: Click the three horizontal lines in the top left to select a child/school/etc. to view grading/attendance information about each child.

For assistance, please email Ms. Donna Price at dprice@rockdale.k12.ga.us