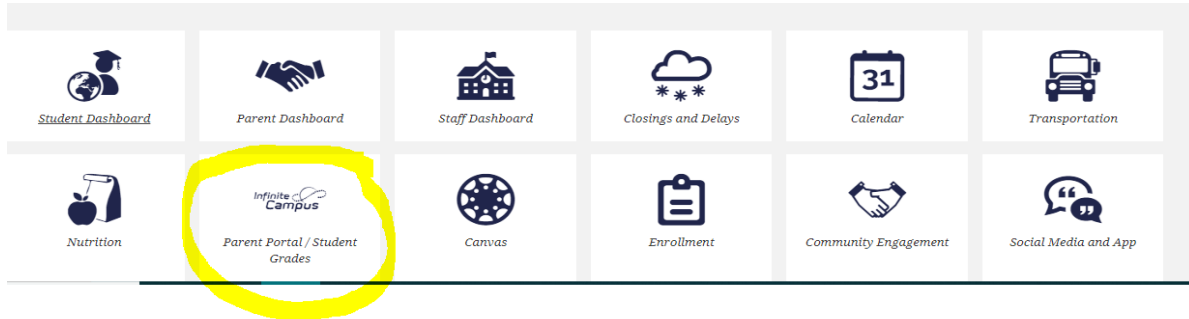# Instructions to Create a Campus Portal Account

1. Go to www.paulding.k12.ga.us. Right under the picture gallery, you will find the Infinite Campus icon. It states Parent Portal/Student Grades under the icon.

2. Click Campus Parent
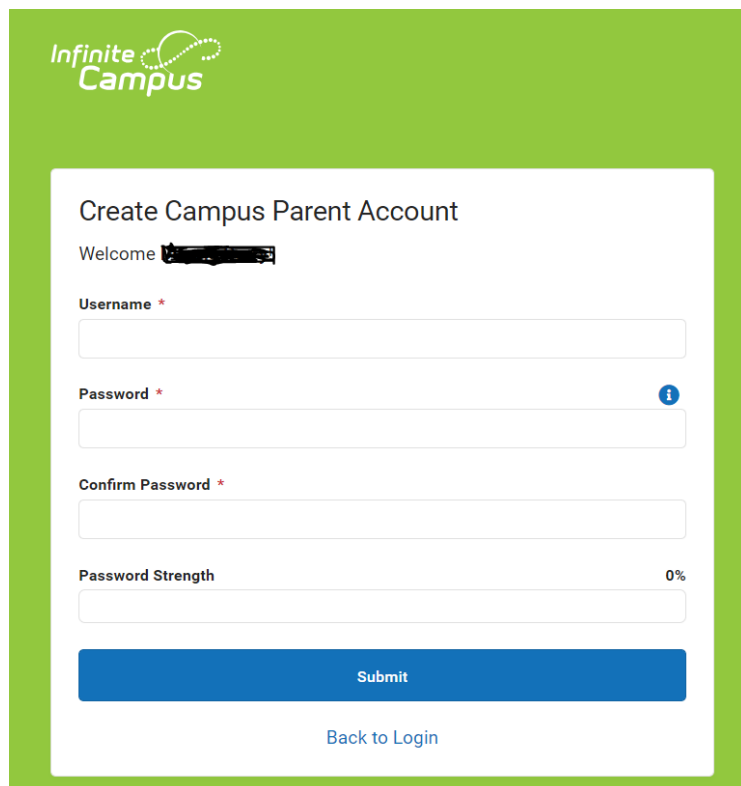
3. Click New User?

4. Enter the activation code that you were given by school or Central Registration Office. Click Submit.

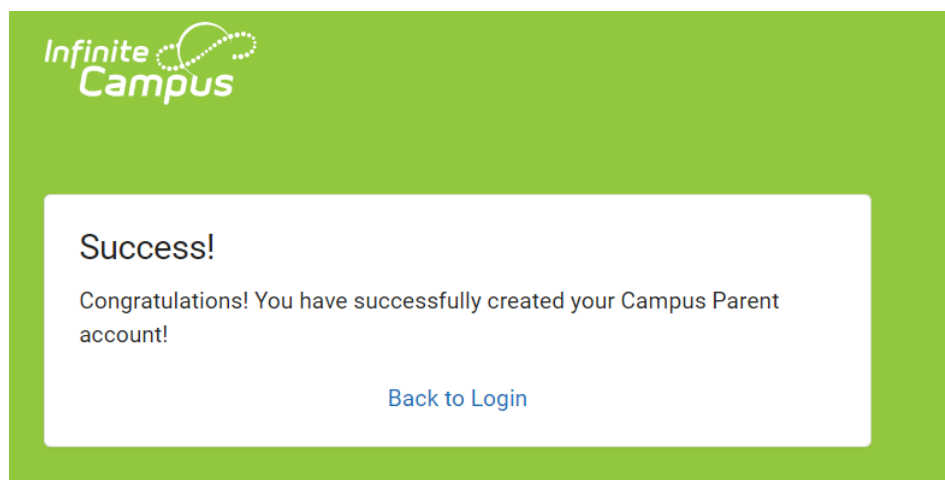5. You will now create your username and password. If username is already in use, a message will pop up informing you of this. Passwords must be 6 characters or longer. If the password isn't strong enough, you will be directed to create a stronger password. There are no requirements for any combination of characters, such as capital letters, numbers, or symbols. Click Submit.

6. Once your account is successfully created, the following message will appear. You can now log in to view your students' grades, attendance, and more helpful information. You can also download the Infinite Campus Mobile Portal app from the App store or Google Play. ****NOTE: You must create the Campus Portal Account using an internet browser before using the Infinite Campus Mobile Portal app.****