

## 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/lynchburgparent**
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.**

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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.

**Infinite Campus** Transforming K12 Education®

**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

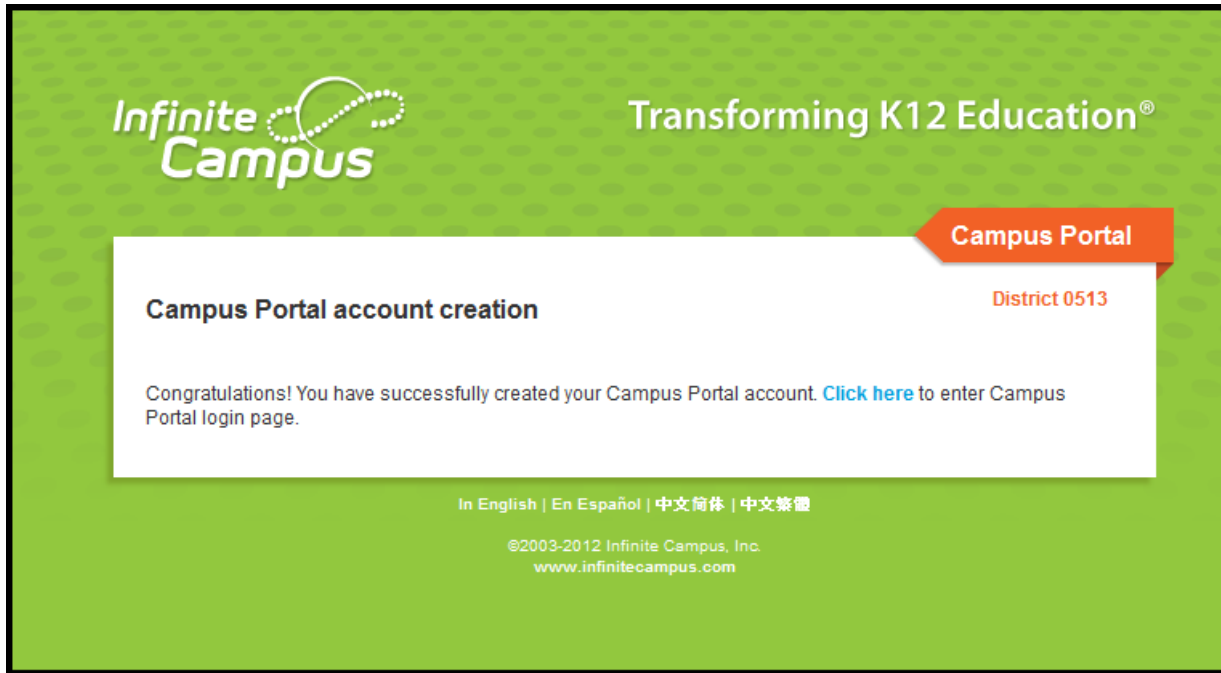
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## Username and Password Creation

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" in bold, 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 is a line of text: "In English | En Español | 中文简体 | 中文繁體" and a copyright notice: "©2003-2012 Infinite Campus, Inc. www.infinitecampus.com".

For Support, please call 434-515-5090