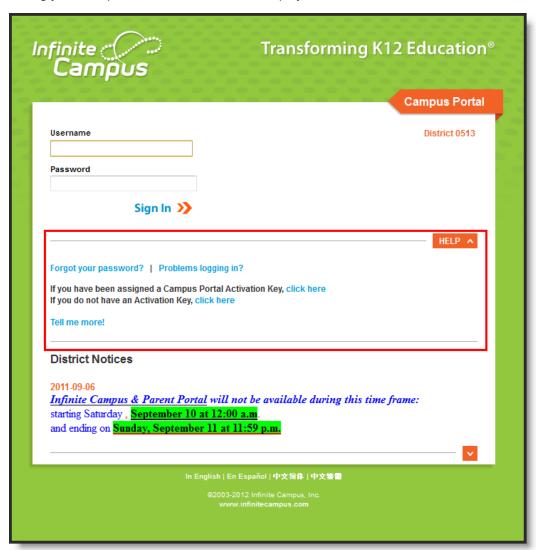# Logging into the Parent Portal for the first time:

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.

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.
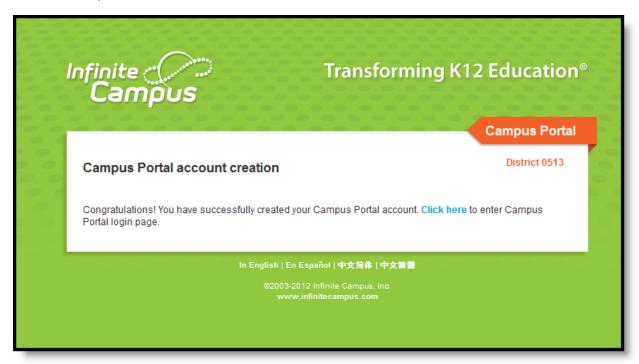

5. Click the **Submit** button. The Activation Key will be verified, and when approved, a screen will prompt the user to create a username and password.

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.

For Support, please call 434-515-5090