Before you begin to set up a Parent Portal on Infinite Campus you will need the following:

- Your student’s 5 digit Personal Identification Number (this PIN can be located on his/her school issued ID and on his/her printed schedule)
- Your student’s birth date
- Your student’s Social Security Number. Please note – You will need to contact Glynn Academy’s media specialist, Melissa Purcell, at 912-267-4210 ext. 3214 to get your GUID/Activation Key if you elected to opt out of using your child’s SSN when you enrolled your child in Glynn County.
- A pencil and blank sheet for paper to write down the Activation Key you’ll be assigned during this process.

1. Go to the Glynn Academy Homepage [http://www.glynn.k12.ga.us/GA](http://www.glynn.k12.ga.us/GA) and click on the Infinite Campus Parent Portal button on the right-hand side of the page.

2. To register for a new account: Click on the orange arrow down tab to see the drop down menu to click on the “To Obtain An Activation Key, please click here” option in the middle of the page under the District Notices.
3. A new window will open. You will need to fill in all of the blanks and click submit.

4. A new screen will appear with your assigned Activation Key. Write this long series of letters and numbers down. You will need this Activation Key to create your account and you will not be assigned another key. **It is very important that you write down the Activation Key.**
5. Go back to the Glynn Academy Homepage [http://www.glynn.k12.ga.us/GA](http://www.glynn.k12.ga.us/GA) and click on the Infinite Campus Parent Portal button on the right-hand side of the page.

6. Click on If you have been assigned a Campus Portal Activation Key, click here.

7. Type in the Activation Key you were assigned in the boxes provided and hit submit.

9. A new screen will appear. You will have the ability to create your own username and password. Please note – the username must be at least five characters in length and the password must be at least 10 characters in length. When you have created your username and password, click “Create Account.”
9. You will get a “Congratulations” message and be able to “Click here” to get to the login screen. Now that you have created your Parent Portal, you can log into your account with the username and password you just created.
10. Once you log into your Parent Portal account, you will be asked to update your security preferences. You MUST select eight “likes” and eight “dislikes” and enter your email address for security purposes. If you do not do this the first time you login then you will only login up to 3 times. If you do not update your security preferences the first time you login you can go to “Account Management” on the lefthand side to do this update.

11. Once logged in, you can click on the Select A Student drop down menu if you have more than one student in the Glynn County school system. This will enable you to see grades, attendance, reports, etc. for that particular student.
We are pleased to let you know that our school system.
This program allows you to add money to your child's
transaction history and current balance. The URL for th