# Infinite Campus Parent Portal Login and Navigation Instructions

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## Setting Up Your Infinite Campus Account (First Time Users)

1. To set up your Infinite Campus for the first time, click on this link (it is different than the direct link to Infinite Campus):
   
   ![Portal Activation Key Lookup](image)
   
   https://gacyber.infinitecampus.org/K12_Custom/cparent/index.jsp?appName=gacyber&rel=hhchk&ur=3&cl=y&version=3
   
   You will see this screen. Enter your Student ID Number, Student Birthdate, and click Submit.
   
   Note: If you have multiple students at GCA, just choose one of them on this step. It will link you to each of your students in the portal.

2. Once you’ve clicked Submit, you will get a screen that shows your GUID number. Click Activate Your Parent Portal Account Now. (Names and numbers have been covered in this shot for security purposes.)
3. Enter the Activation Key provided to you. You will have to copy and paste it in sections. If you copy and paste all of it at once, it will not be entered into the cells correctly. Once entered, click Submit.

4. Once you have your Activation code, and for all future logins, click on this link (this is the Infinite Campus link that you will use from this point forward):
   https://gacyber.infinitecampus.org/campus/portal/gacyber.jsp?status=logoff
   ***Note: If you get a message that your Activation Key (also called GUID) doesn’t work or has already been used, that means you have already set up an account, and you simply need your password reset.

5. Type in the Username and Password that you just created, and click Sign In.

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LOGGING INTO INFINITE CAMPUS AFTER ACCOUNT CREATION

Once you’ve set up your Infinite Campus Account, you will use the following steps to log in successfully:

1. Login to the Infinite Campus Parent Portal Website:
   https://gacyber.infinitecampus.org/campus/portal/gacyber.jsp?status=logoff
2. Type in the Username and Password that you just created, and click Sign In.
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RESETTING YOUR INFINITE CAMPUS PASSWORD

Once you have successfully set up your account, you can reset your username and/or password, if forgotten. You will simply click the Help button on the login screen to expand the window to select “Forgot your password,” etc. In the event that this password retrieval does not work, you may contact your homeroom teacher or complete this survey:
https://docs.google.com/forms/d/1uu9G2q23SAOz_FPsOYAFdBCar1AHfMukWmkEPxGJY/viewform

FINDING GRADES AND OTHER ITEMS IN THE PARENT PORTAL

1. Once you enter the portal, you’ll see the following screen. Check for messages, manage your account, get the Infinite Campus mobile app, and more from this home page. To view information about your student, select your student name from the dropdown at the top of the screen.

![Infinite Campus Parent Portal Home Page]

2. Use the left navigation bar to select the page you would like to view.

![Infinite Campus Parent Portal Navigation Bar]

3. If a student is in K-8, you can click on the Grades tab and see the most recently graded assignments, and the overall averages of each course. Please note that the “Grades by Course” section comes from a student’s schedule. There are courses listed here for which students do not receive a grade, i.e. Individualized Learning, A Quick Welcome to Online Learning, and Supplemental Activities.
4. If you would like to see a report card format of your student’s grades, please select Report from the left navigation bar.

5. To see the breakdown of grades within a course, click on the course name as shown:
6. This opens the Grading Task Summary. From this screen, you can see what assignments have been given and what those grades are.

**Viewing State Assessment Scores**

**You will only see scores for your GCA student through the Assessments Tab in the Parent Portal if your student took the EOC/EOG as a GCA student. Incoming scores from other districts will be made available through the SLDS (Statewide Longitudinal Data System) link very soon. The SLDS link is located at the bottom of the left navigation bar where the Assessments tab is. It is the direct link to this DOE site.**

1. Log in to the Infinite Campus Parent Portal:  
   https://gacyber.infinitecampus.org/campus/portal/gacyber.jsp?status=login

2. Once logged in successfully, choose your student’s name from the dropdown at the top of the screen. If you only have one student who attends GCA, then your page will default to the screen that you need to see.
3. Once the page is on a specific student, locate the word “Assessment” on the left navigation bar, click it, and it will show your student’s scores.

4. If you have any questions regarding your student’s scores, please contact your student’s homeroom teacher.