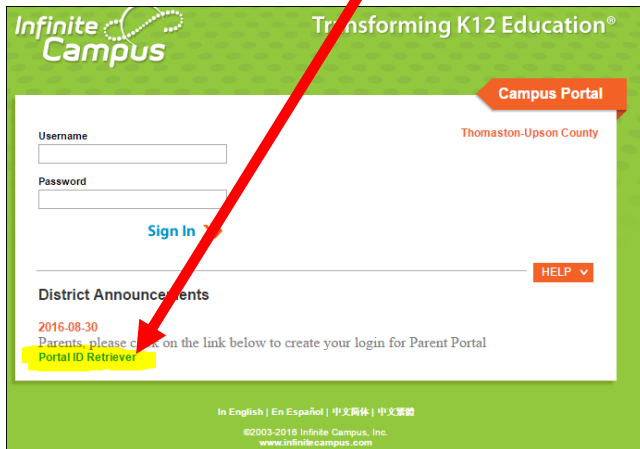


Dear Parents:

We are excited to announce the launch of our new Student Information System: Infinite Campus. To begin using the Infinite Campus Parent Portal to access your child's grades and attendance, please follow the instructions provided.

1. Go to the Parent Portal web address:
<https://campus.upson.k12.ga.us/campus/portal/upson.jsp?>
2. Click on the link **Portal ID Retriever** link



3. Enter the requested information: **student's social security number and date of birth**. Click Submit

Note: Parents who have not granted the school access to a student's Social Security number must come to the child's school to receive a valid student ID number that can be used on Infinite Campus. Parent must bring valid photo identification with him/her.

4. Write down/copy the **GUID number** for use on the next screen.

Note: GUID number will appear in this space. GUID is a long number/letter combination.

5. Enter the GUID Number in the fields below. Click Submit.

Infinite Campus Transforming K12 Education®

Campus Portal

Activating your Campus Portal account

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

{ } - { } - { } - { } - { }

Submit

6. Enter the username and password you want to use. Click Create Account.

Infinite Campus Transforming K12 Education®

Campus Portal

Campus Portal account creation successful!

Welcome Richmond Parker, 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

Password 0%

Verify Password

Create Account

Congratulations! You have created your Parent Portal account!

If you experience problems creating your Parent Portal account or logging into Infinite Campus, Please contact your child's school:

| | |
|-----------------------------|--------------|
| Upson-Lee Primary School | 706-647-7516 |
| Upson-Lee Elementary School | 706-647-3632 |
| Upson-Lee Middle School | 706-647-6256 |
| Upson-Lee High School | 706-647-8171 |