

Establishing your Campus Portal Account:

1. Print and complete a Campus Portal Access Request form.
 - The form can be downloaded from the district web site or picked up at office of each school building.
2. Take the **completed form along with a photo id** to your school's administrative office (note: if you have children at different schools, you only need to complete one form and visit one of the schools) Office staff will verify your form/id and provide you with your Activation Key information.

Once you receive your Activation Key, you can access the Campus Portal via the link located at the district web site. Once there you can create your Campus Portal account (User Name and Password).

You may obtain the Campus Portal Access Form/Activation Key from the following locations/person(s):

1. CHS Main Office (after 01/12/09)
2. CMS Main Office (after 02/02/09)
3. East Ward Main Office (after 02/09/09)
4. Kenwood Main Office (after 02/23/09)
5. Rural Attendance Centers – Head Teachers (after 02/23/09)

The Campus Portal will not be available any sooner then the date listed above for the respective location.

One Campus Portal Access Form can be submitted for all children considered under your household. However, the open dates for the Campus Portal will not be available until the date listed above.

Please follow the dates posted as each building will not release a Campus Portal Access Form to you unless your student currently attends their building and/or the date is passed for that respective building.