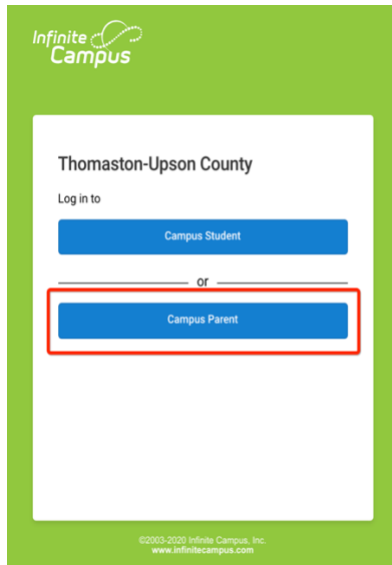


## Directions for Creating a Parent Portal Account

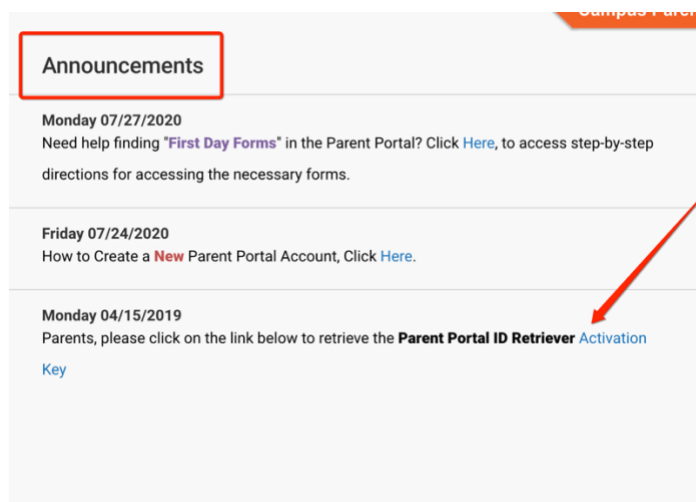
**Step 1:** Go to the Thomaston-Upson District Website: <http://www.upson.k12.ga.us/>

**Step 2:** Click on the Parents Tab and Select Parent/Student Portal

**Step 3:** Select Campus Parent



**Step 4:** On the right-hand side of the screen you will see “Announcements”, look for the link to obtain your **Parent Portal ID Retriever** [Activation Key](#)



## Directions for Creating a Parent Portal Account

**Step 5:** Enter the following information:

- Student First Name
- Student Last Name
- Current Grade Level
- Student Number\*
- Last 4 Digits of Student SSN
- Student Birthdate

\*If you need assistance finding your child's student number you can contact the district registrar at 706-646-9398.

**Step 6:** On the next screen you will receive your activation key if you **DO NOT have a parent portal account**, or your username if you *have an existing parent portal login*.

The screenshot shows the 'Parent Portal Activation' screen. It features a green header with the 'Infinite Campus' logo. Below the header is a white box with a form. The form has two columns: 'Name' and 'Username/Activation Key'. The 'Username/Activation Key' column has two rows: 'Username:' and 'GUID:'. A red arrow points from the text 'Existing Parent Portal User' to the 'Username:' field. Another red arrow points from the text 'New Account' to the 'GUID:' field. At the bottom of the white box is a button labeled 'Manually Enter Activation Key'.

**Step 7:** Either “Copy and Paste” or manually write the GUID activation key down on a scrap sheet of paper. Select “Manually Enter Activation Key” and enter the activation key from the previous page.

**Step 8:** Select a Unique Username and Password

**Step 9:** Return to the Login Screen and Login to the Parent Portal:

<https://campus.upson.k12.ga.us/campus/portal/parents/upson.jsp>

**Step 10:** Enter a Security Email that can be used in case you forget your password. Then, enter your parent portal password and select save.

**Congratulations! Your Parent Portal Account is Activated!**