



## TROUP COUNTY SCHOOL SYSTEM

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Dear Parent/Guardian:

We are ready to begin the roll out of the new Parent Portal. In order to access the Parent Portal, each Parent/Guardian must complete the following steps:

1. Sign the Internet Acceptable Use Policy and return it to your student's school. If you have more than one student, you will only have to return one form in order to access all of the students in your household.
  - a. These forms will be distributed to High School students on 10/19/09 and to Middle School students on 10/26/09 to be taken home to their parents/guardians for completion and return.
  - b. Each Parent/Guardian will have to complete a form as there will be separate accounts set-up for each parent/guardian.
2. Once the Internet Acceptable Use Policy has been signed and returned, the school will send home with the student a letter to the Parent/Guardian with the Activation Key (GUID#) that will allow access to setting up a User ID and Password to access the Parent Portal.
3. Upon receipt of the Activation Code (GUID#), the Parent/Guardian should go to the following internet site to set-up access: <https://campus.troup.org/campus/portal/troup.jsp>
4. Under "First Time using Campus Portal", click on the blue highlighted "click here"
5. Next enter the GUID # provided in your letter in the boxes that appear and then click submit. This should take you to the screen that allows you to enter a User Name, a Password and Verify the Password. Then click Create Account and you have set up the User Name and Password to access your student(s). If the Activation Code does not work, (1) check to make sure it has been correctly entered and (2) if there is still an issue, contact the trouble shooting numbers provided on the internet screen for assistance.
6. After your account has been created, return to the Log-in Screen and enter your User Name and Password to access your account. **You will not have to use the Activation Code again.**
7. Once you have signed in, please review the address and contact information under Family. If you find any errors or have other issues, contact the appropriate school for assistance.
8. An Instruction Guide and other necessary forms will be available on the Parent Portal and the School System website for your assistance in understanding the various features of the Parent Portal.

We hope that you find the new Portal to be a valuable tool in following your student(s) academic progress.