

How to Set Up Your Infinite Campus Parent Portal Account

1. Log in to the Cumberland County Schools' website at ccs.k12.nc.us.
2. On the top navigation bar, hover over the Families tab, then click on the black box that says More.
3. Here you will see a list of links for families. Select Infinite Campus Parent Resources under the letter I.
4. Select the link for Campus Parent Portal
5. In the second paragraph, select the NCSIS Parent Portal Activation Code Lookup.
6. From the dropdown menu, select our PSU (Public School Unit), which is Cumberland County Schools.
7. Next, you will enter your student's ID number (it is their lunch number), their first name, last name and date of birth.
8. Click, Find Student.
9. On the next screen, you will see a list of all people who have been permitted to have a Parent Portal Account. (Select your name)
10. Select the method in which you would like to receive your activation code. (Email is recommended because the activation code is 32 characters long and it will be easier to copy and paste.)
11. Once you have received your activation code in your email, copy it and open the main login page and select New User.
12. When the page opens, it will ask you for your activation key. Paste the activation code into the appropriate box and then submit.
13. You will then be prompted to create your Campus Parent Account. You will create a username and password. You will also be asked to confirm your password. Then submit.

14. You will get a message telling you that you were successful in creating your Campus Parent Account. Click the Back to Login link.
15. You are now on the Campus Parent Login page. Enter the username and password that you just created and click log in.
16. The next screen will ask you to enter another email address and confirm it, in case you have to reset your account or recover it. Click Save.
17. It is important to note that if you have more than one student in the school system, they will all be listed in a dropdown in the top right corner of the screen. You can switch from one student to another by using that dropdown menu.
18. Congratulations! You now have access to your child(ren)'s information. See the tutorials on the [website](#) about how you can:
 - a. Update contact information in real-time.
 - b. Check your student's schedule.
 - c. Check your student's grades.
 - d. Look for missing assignments.
 - e. Communicate with your child's teacher.
 - f. Check your child's attendance (unexcused absences)
 - g. See notes on assignments from your child's teacher.