

PARENT PORTAL ACCESS

Please use the GUID(Global Unique Identifier)/Activation Key to Create Usernames and Passwords

This process is only needed the first time the user accesses the portal. After that, the activation key will not work and the username that was created should be used to log into the Portal.

- 1 Go to the **Portal Login** page at

<https://mncloud3.infinitecampus.org/campus/portal/stanthony.jsp>

2. Click on the **HELP** button to view the entire screen. Please select the first option "If you have been assigned a Campus Portal Activation Key, click here." Remember, this option is only used the very first time the portal is accessed.
3. The **Click Here** link will display an **Activation Screen**. Enter the 32 character activation key provided below:

Activation Key for _____ is _____

4. Click the **Submit** button. The activation key will be verified, and when approved will display a screen to create the **User Name** and **Password**.
5. Enter a **User Name**. It is best to use an alphanumeric (letters and numbers) user name.
6. Enter a **Password**. Again, it is best to use an alphanumeric (letters and numbers) password that is at least (6) characters long.
7. Enter the password a second time in the **Verify Password** field.
8. Click the **Create Account** button. This will create the username and password. The username and password will be verified, and upon approval the portal account will be created. Use the *Click Here* link on the account creation page to enter the user name and password to access the Portal information.
9. Please continue into the portal and review the following information:
 - ✓ Phone numbers (make changes as necessary)
 - ✓ Email address(s) (enter/make changes as necessary)
 - ✓ Home address (contact the school directly if this information is incorrect or has changed)
 - ✓ Are there siblings (sisters or brothers) or guardians missing from the household?
 - ✓ Is there anyone listed on the form that shouldn't be?
 - ✓ Are the relationships to student accurate?
 - ✓ Is there a person incorrectly listed as a guardian with a portal access?

Subsequent Portal Access

After the activation key has been used to create a portal account, it will no longer be valid. Users will subsequently log in to the Campus portal using their unique User Name and Password.