

## 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.