

# SETTING UP A PARENT PORTAL ACCOUNT

1. receive an email from CTE containing your Activation Key
2. go to the Infinite Campus Parent Portal login (from CTE homepage)
3. click on **HELP** ▼ (to expand the window)

Campus Portal

Douglas County

Username

Password

Sign In >>

HELP ^

Problems logging in?

If you have been assigned a Campus Portal Activation Key, [click here](#)

If you do not have an Activation Key, [click here](#)

[Tell me more!](#)

4. select
5. enter the Activation Key from the email you were sent (cut then paste the characters directly from that email) one section of characters will go in each field:

Campus Portal

Douglas County

**Activating your Campus Portal account**

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school.

Activation Key

{  -  -  -  -  }

Submit

6. click **Submit**
7. select a Username and Password and click **Create Account**