

Parent Portal Quick Guide



<p>https://campus.centralcityps.org/campus/portal/centralcity.jsp</p>	<p>Step 1 To access the Parent Portal log-in screen click on the Parent/Student Portal link from the school's website or use the web address.</p>
<p>First time using Campus Portal? If you have been assigned a Campus Portal Activation Key, click here If you do not have an Activation Key, click here</p> <p>Already have a Campus Portal account?</p> <p>User Name <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Log In"/> Problems logging in?</p>	<p>STEP 2 First time using Campus Portal? If you have been assigned a Campus Portal Activation Key, click here.</p>
<p>Activating your Campus Portal account</p> <p>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.</p> <p>Activation Key</p> <p>{ <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> }</p> <p><input type="button" value="Submit"/></p>	<p>STEP 3 Enter your Activation Key (GUID) found on the letter you should have received from the campus/district and click Submit.</p>
<p>Campus Portal account creation successful!</p> <p>Welcome <input type="text"/> you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.</p> <p>User Name <input type="text"/></p> <p>Password <input type="password"/></p> <p>Verify Password <input type="password"/></p> <p><input type="button" value="Create Account"/></p>	<p>STEP 4 Once your activation key has been accepted, create a User Name (6 character minimum) and Password for your account. Click Create Account.</p>

Parent Portal Quick Guide



Welcome to the CENTRAL CITY PUBLIC SCHOOLS Campus Portal!

Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!

First time using Campus Portal?

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

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

Already have a Campus Portal account?

User Name

Password

[Problems logging in?](#)

STEP 5

When the log-in screen reappears, log-in using the newly created User Name and Password. Click **Log In**.

STEP 6

After logging in, you will have access to various modules of student information. ****Available modules will vary by school.**

- Schedule – student’s period schedule, teacher’s name, room number. Also, view the assignments due and grades from the schedule.
- Attendance – view attendance
- Health – view current information on immunizations.
- Fees – view fees for the current school year.
- Reports – Available reports will vary by school. Transcripts, Report Card, Schedule, Missing Assignments.

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A+ = Click on Class Name for Current Assignments and Scores
✉ = Click on Teacher Name for Email

	Term 1st 6 Wks	Term 2nd 6 Wks	Term 3rd 6 Wks
01	A+ 01409-1 Brit Lit/Comp 1,2 Brunn, L Rm: 415		
02	A+ 04773-1 Spanish 3X Dowling, P Rm: 331 Drop: 01/04/2006		
03	A+ 02620-2 Hisp Amer Hist ✉ Troeger, Susan Rm: 324		

FYI:
GRADEBOOK: After clicking on "Schedule" you can click on the class name for access to the grade book.

- View Access Log
- Change Account Info
- Change Contact Info
- Log Off
- en In English
- es En Español

Other Options:

- View your access information
- Change your password
- Change Contact Information
- Log Off
- View titles in English or Spanish

Email Address:

Instructions:
 For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message. You may select to receive a message on more than one device.
 To change or add a phone number you will need to contact your school's administrative offices.

	High Priority	Attendance	Behavior	General	Teacher
Cell Phone (303)619-8474	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Phone (720)423-3701	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Phone (303)619-8474	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email (Lucy_gutierrez@dpsk12.org)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language: US English

Change Contact Info – you have the ability to change how the District corresponds to you. ****To change your Phone Numbers – please contact your child's school.**

- Change your e-mail address.
- Change which phone number or e-mail the teacher should use.
- Change the **Preferred Language** for correspondence – English or Spanish.

SAVE your changes.