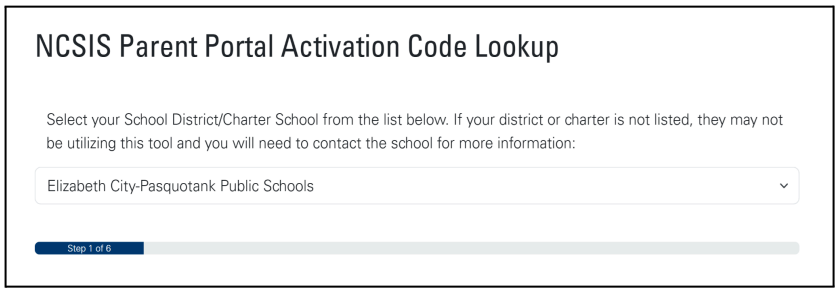
Generate a Parent Portal Activation Code

In order to use the Campus Parent App to monitor your ECPPS student's attendance and grades, you will first need to generate an Activation Code. This process only has to be completed once. All of the ECPPS enrolled students will be automatically synced with the account. If you do not see a child you are a guardian of, help will be provided at your school's open house. If the open house has already passed, please contact your child's school for support.

1. Visit **https://portalaccess.ncsis.gov/** or use this QR Code and follow the steps provided.

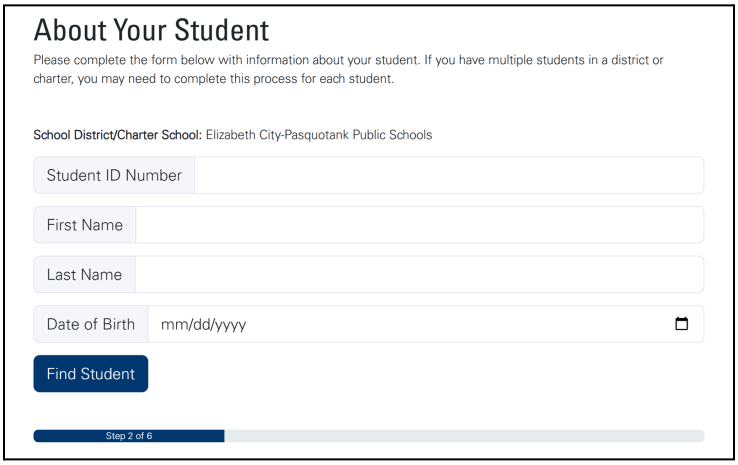
2. Enter Your District and Student Information. From the dropdown menu, select Elizabeth City-Pasquotank Public Schools.



3. Enter the requested information for your student below. Your student may know their ID number as their lunch number.

Student Name: _____

Student ID Number: _____



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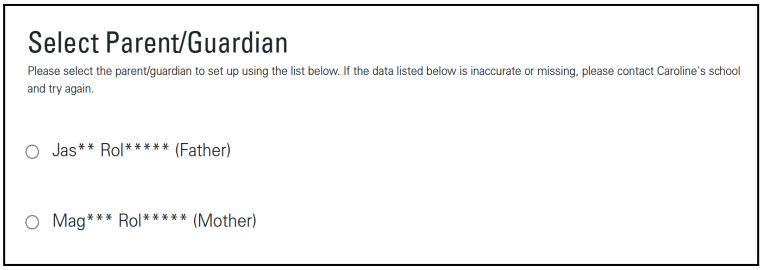
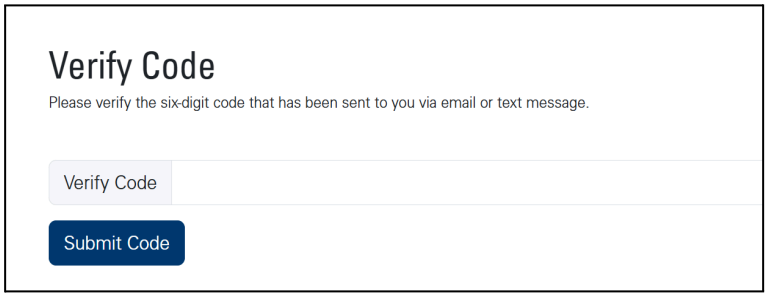
4.Select your name from the Parent/ Guardians listed.



5. Select the Verification Method preferred to verify your identity.

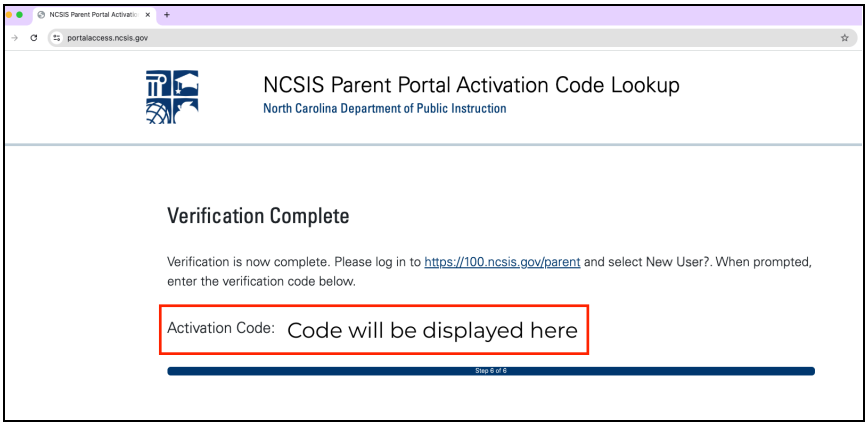
6. Enter the six-digit verification code that was sent to you.



7. **<u>IMPORTANT:</u>**

Once verified, your Parent Portal <u>Activation Code</u> will be displayed. Make sure to record it or copy it so you can enter it during Step 10.

You can copy the activation code by selecting the text using CTRL + C.



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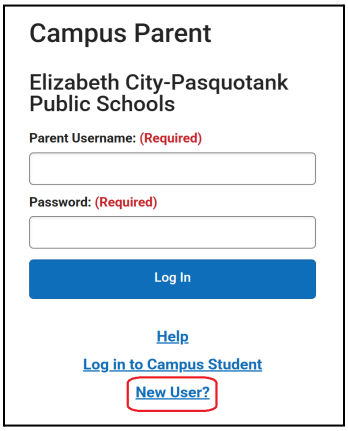
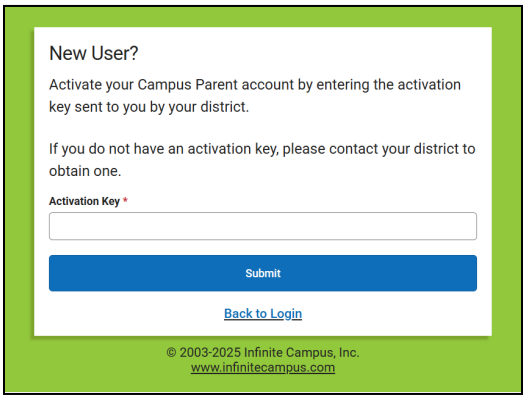
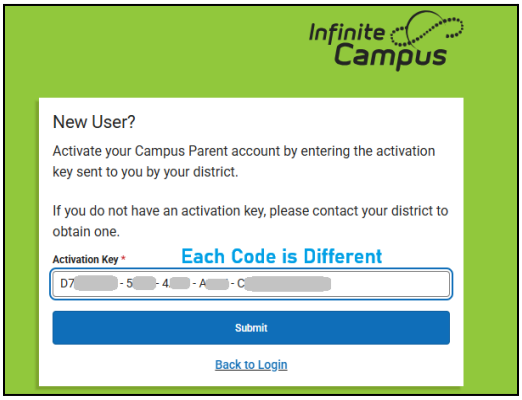
8. Once verification is complete, please log into https://700.ncsis.gov/parent or download the app via the App Store (iphone/ipad) or Google Play (Android)

9. Select New User?

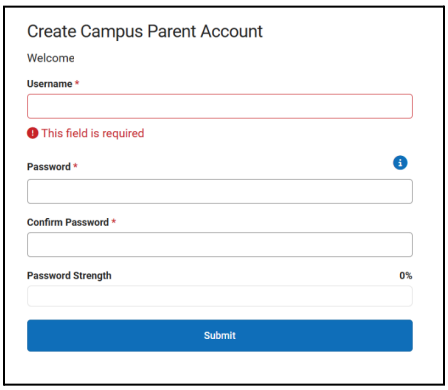


10. Enter the Activation Key, which is the code that was provided after verification was complete below. *You can use CTRL + V to paste the code if copied.*





11. Create Your Account. Enter a username and password in the areas requested and select submit.



You are ready to use your portal account!