

## How to create an account for the Parent Portal

As a parent, before you can login to the portal, you need to first create an account.

New families are emailed instructions with a link to create an account on Friday of each week. Clicking on the link will take you to the page to enter a username and password.

The email will also give you a long random number/letter code which is your **Activation Key** (example: *NY345E3D-39DE-47J9-898B-0BF17D2K89A4*), which can also be used to create an account. If you have not received an activation code, please email [help@skokie69.net](mailto:help@skokie69.net) or call your school office and we can get you that information.

Once you have the **Activation Key**, proceed with the instructions below.

1. Go to the [Infinite Campus login screen](#) - Click **New User?**

The screenshot shows the Infinite Campus login interface for Skokie School District 69. The page has a green header with the 'Infinite Campus' logo. The main content area is divided into two columns. The left column, titled 'Campus Parent', contains the login form for 'SKOKIE SCHOOL DIST 69'. It includes fields for 'Parent Username: (Required)' and 'Password: (Required)', a blue 'Log In' button, and links for 'Forgot Password?', 'Forgot Username?', 'Help', and 'Log in to Campus Student'. A yellow 'New User?' button is at the bottom of this column. The right column, titled 'Announcements', contains a welcome message and instructions for parents/caregivers and students. At the bottom of the page, there is a copyright notice '© 2003-2025 Infinite Campus, Inc. | Version: Campus.2507.12' and a language dropdown menu set to 'English'.

**Infinite Campus**

**Campus Parent**

**SKOKIE SCHOOL DIST 69**

Parent Username: (Required)

Parent Password: (Required)

Log In

[Forgot Password?](#)

[Forgot Username?](#)

[Help](#)

[Log in to Campus Student](#)

**New User?**

**Announcements**

Welcome to the **Skokie School District 69** Infinite Campus site.

If you are the **PARENT/CAREGIVER** of a current student and need an account or need help email [help@skokie69.net](mailto:help@skokie69.net).

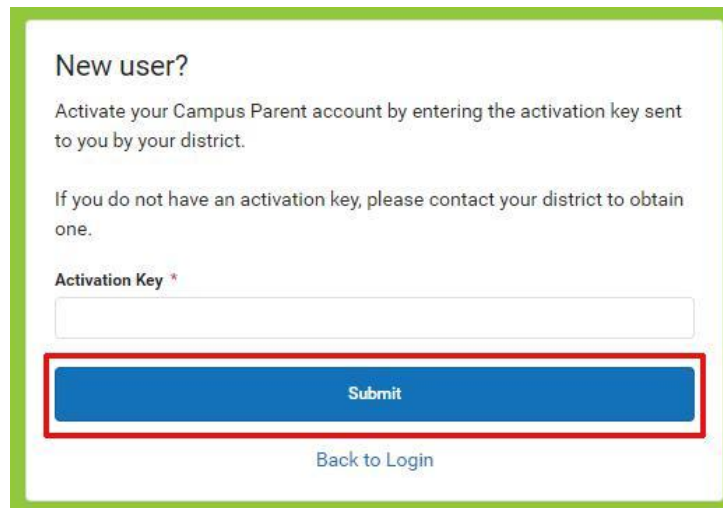
If you have forgotten your password use the forgot password link to the left and a reset will be sent to you.

If you are a **STUDENT**: Login information will be provided to you by your teacher.

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Language: English

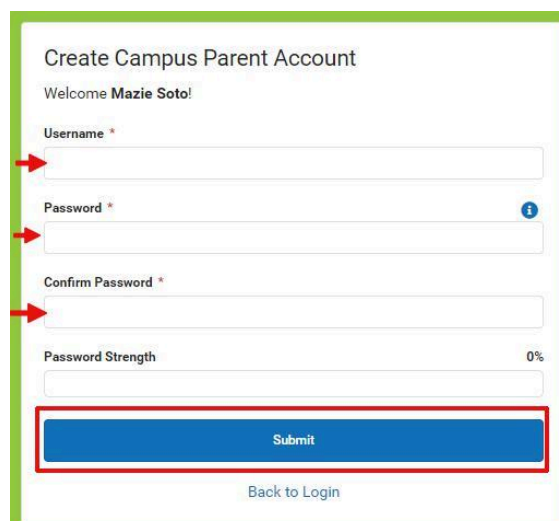
2. Enter your **Activation Key** and then click on the **Submit** button



The screenshot shows a web form titled "New user?". Below the title, it says "Activate your Campus Parent account by entering the activation key sent to you by your district." and "If you do not have an activation key, please contact your district to obtain one." There is a text input field labeled "Activation Key \*". Below the field is a blue "Submit" button, which is highlighted with a red rectangular border. At the bottom of the form is a link that says "Back to Login".

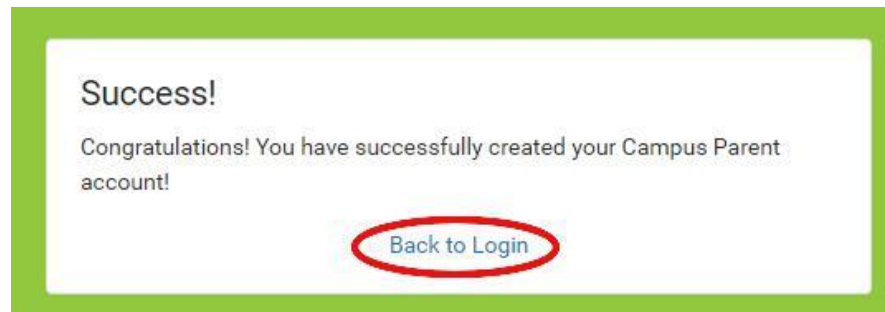
3. Once you have correctly typed in your Activation Key, you will see a confirmation screen that says, "**Create Campus Parent Account**"

- Enter a **Username**. *Use an alphanumeric (both letters and numbers) username.*
- Enter a **Password**.  
*Passwords are required to be at least **six** characters long and must meet three of the four qualifications listed:*
  - A lower case letter (a, j, r, etc.)
  - An upper case letter (A, J, R, etc.)
  - A number (3, 7, 1, etc.)
  - A symbol (@, %, &, etc.)
- Re-enter the password in the **Confirm Password** field.
- Click the **Submit** button.



The screenshot shows a web form titled "Create Campus Parent Account". Below the title, it says "Welcome Mazie Soto!". There are three text input fields: "Username \*", "Password \*", and "Confirm Password \*". Red arrows point to each of these fields. To the right of the "Password \*" field is a blue information icon. Below the input fields is a "Password Strength" indicator showing "0%". At the bottom of the form is a blue "Submit" button, which is highlighted with a red rectangular border. At the very bottom is a link that says "Back to Login".

5. Now that you have created your username and password, you will see one last confirmation page. Click the link that says "**Back to Login**" where you will be taken to the Parent Portal login page.



6. In the Login Page, type in the username and password that you created on the login screen, then click the **Login** Button to access your Parent Portal.

**Campus Parent**

**SKOKIE SCHOOL DIST 69**

Parent Username: (Required)

Password: (Required)

**Log In**

[Forgot Password?](#)

[Forgot Username?](#)

[Help](#)

[Log in to Campus Student](#)

[New User?](#)

7. Confirm your email and enter your password, and click on the **Save** button (you will do this the first time you log in).

You are required to set an account security email.  
Please enter the email address that can be used for security purposes. An email will be sent to verify the change.

New Account Security Email  
sampleparent@gmail.com

Confirm New Account Security Email  
sampleparent@gmail.com

Enter Campus Password  
\*\*\*\*\*

**These two should be the same email address**

**Log Off** **Save**