Using the GUID/Activation Key to Create Usernames and Passwords

You will be able to see attendance, grades (secondary), health information, assessments as well as check food service accounts/balances through the Parent Portal. All that is needed is to set up your account using the Activation Key and steps below.

The Activation Key is only needed the first time you accesses the portal. After that, the activation key will not work and the user name that was created in previous school years should be used to log into the Portal. Be sure to write your username and password down and keep it in a safe location for future reference, if needed.

Step 1: Go to the **Portal Login** page. This can be found under the Gradebook Icon at the top of the district webpage. You can also type in the link below.

https://shakopeemn.infinitecampus.org/campus/portal/shakopee.jsp

Step 2: Under the orange *Help* button and to the right of "*If you have been assigned a Campus Portal Activation Key*" choose **click here**. This option is only used the very first time the portal is accessed.

Step 3: The **Click Here** link will display an **Activation Screen**. Enter your 32 character activation key provided here.

Your Activation Key is: ######################################

Step 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**.

Step 5: Enter a **User Name**. It is best to use an alphanumeric (letters and numbers) user name that you will remember. This might be something you let your student choose and then write down for your own reference.

Step 6: Enter a **Password**. Again, it is best to use an alphanumeric (letters and numbers) password that is at least (6) characters long. Again, it is important that you select a password that you can remember.

Step 7: Enter the password a second time in the **Verify Password** field.

Step 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.

Subsequent Portal Access

After the activation key has been used to create a portal account, it will no longer be valid. Parents will subsequently log in to the Campus portal using their unique User Name and Password.

Also, once you have set up your Parent Portal Account you can set up the mobile app on your cell phone or tablet. However, please keep in mind that any notices sent out by your school or your students' teachers can only be seen in the online Parent Portal are not currently viewable on the app.

Thank you,
Shakopee Public Schools