## Parent Portal Instructions

# To access Parent Portal, please go to: www.forsyth.k12.ga.us Click on Parent Portal under Quick Links

## Parent Portal Webpage

If you do not have a **Parent Portal** account, you must go to your child's school or the Almon C. Hill Educational Center with your picture identification to obtain your Activation Key.

Once you have the Activation Key, click



Click on If you have been assigned a Campus Portal Activation Key, click here

Transforming K12 Education

Campus Portal

Username

Password

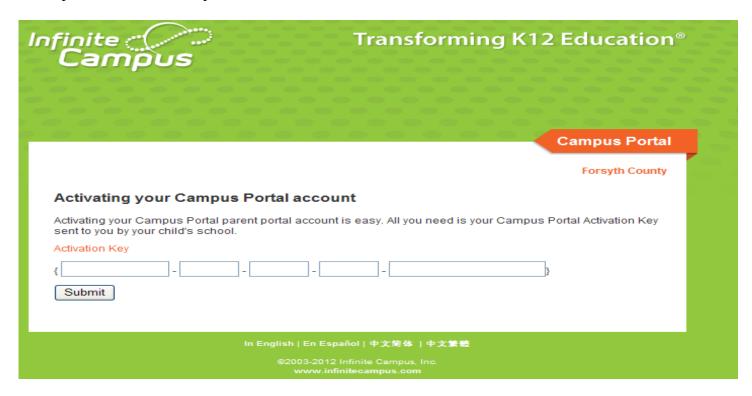
Sign In >>

Forgot your password? | Forgot your username? | Problems logging in?

If you have been assigned a Campus Portal Activation Key, click here

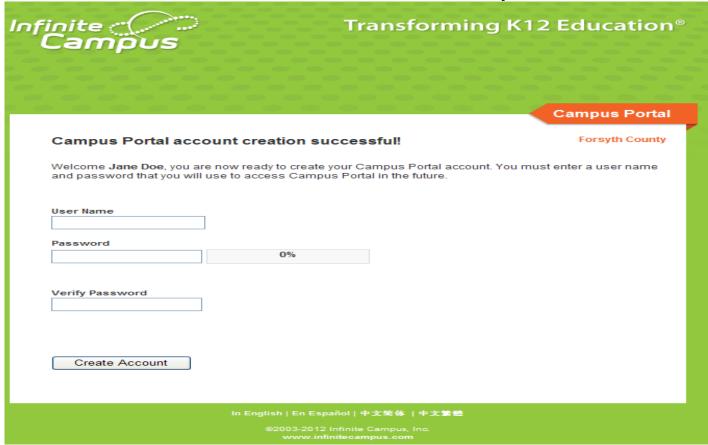
Tell me more!

Enter your Activation Key and click submit.

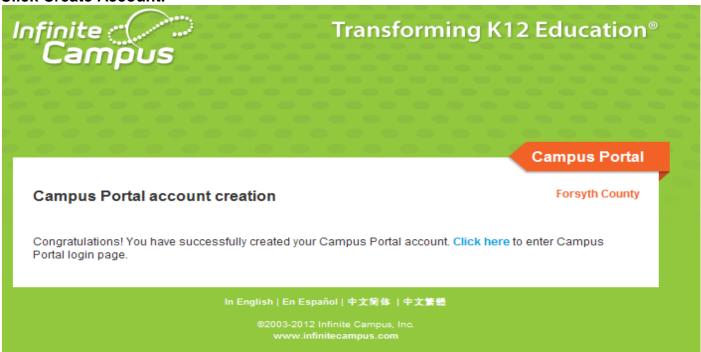


You will then be directed to enter a username and password, which can be anything of your choosing. For Example:

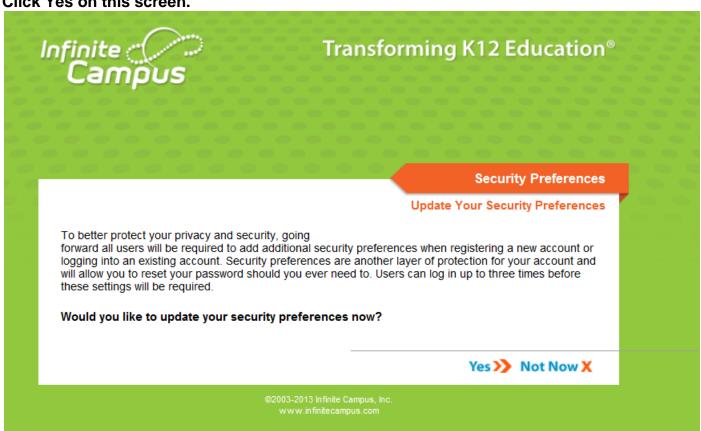
For Jane Doe, username = JaneDoe and password = testing1234(no spaces) NOTE: Password must be 8 characters and contain a number or symbol.



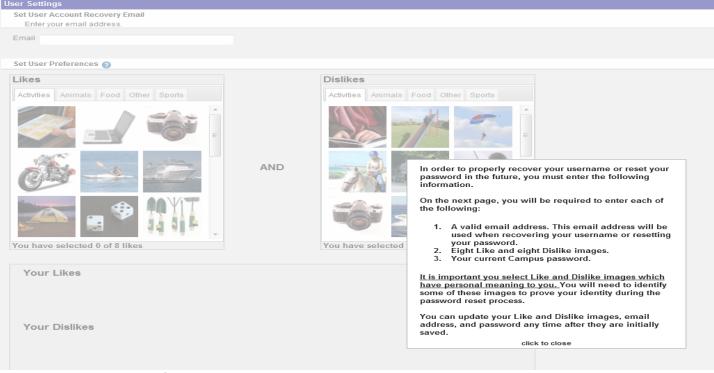
## **Click Create Account.**



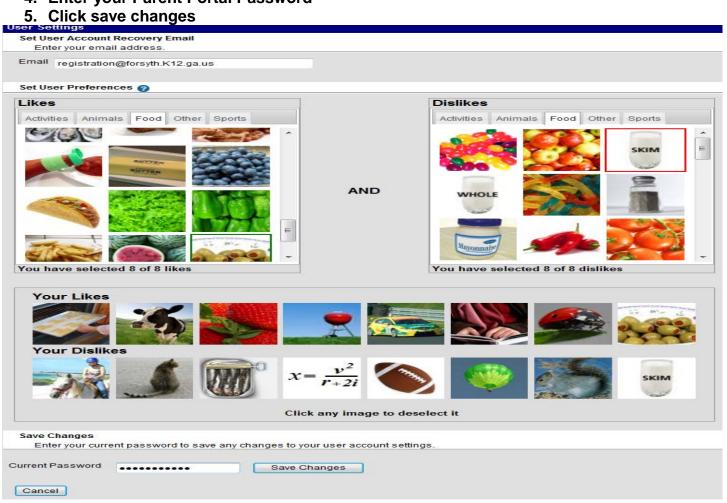
#### Click Yes on this screen.



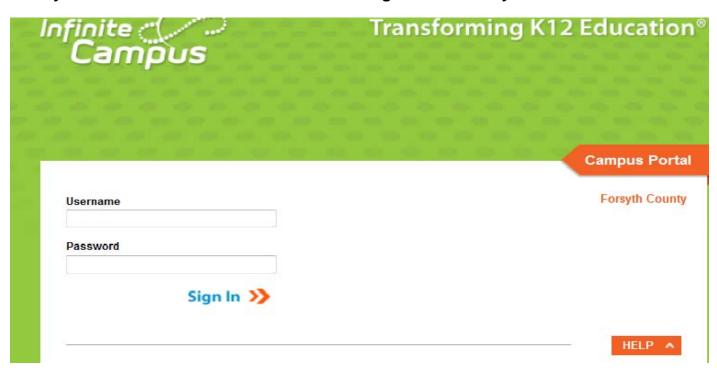
Read instructions, then click to close.



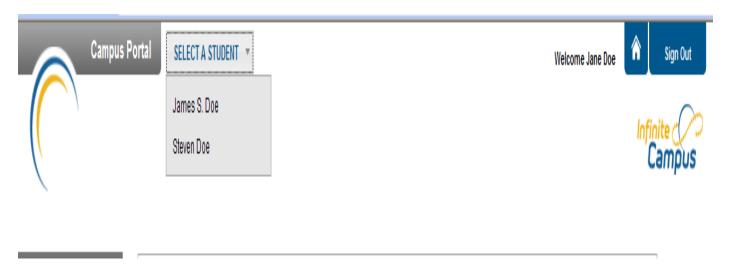
- 1. Enter your Email Address
- 2. Click on 8 images you like
- 3. Click on 8 images you dislike.
- 4. Enter your Parent Portal Password



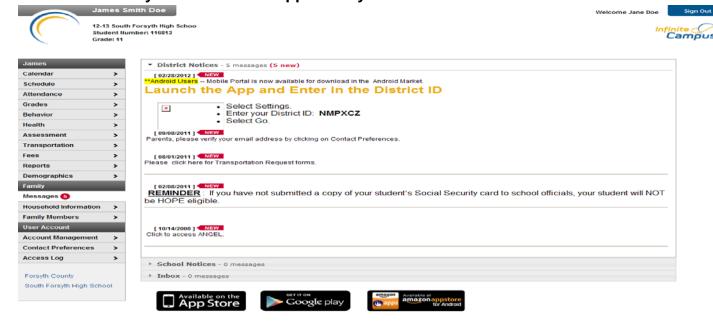
Enter your User Name and Password and click Sign In to access your account.



Select student that you wish to view (if you have more than one student enrolled). Click on Select a Student and click on student's name.

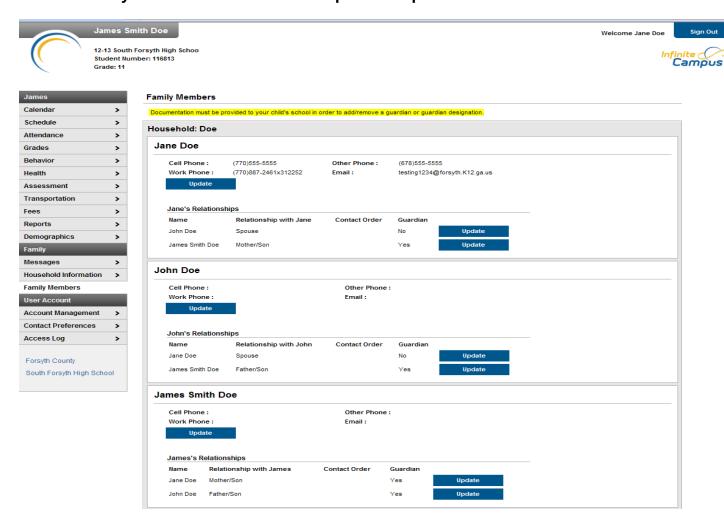


## The student that you selected will appear on your screen.



## To update contact information for a student:

Select Family Members on the left hand side of the screen to update information for people that reside in your household. Click on update to update contact information.



Select Demographics on the left hand side of the screen to update information for people that are Non-Household Contact for your child.

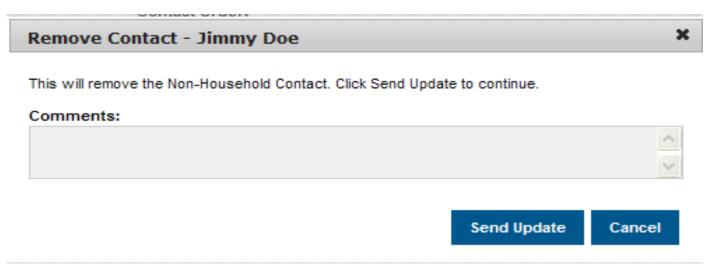
Click on update to update contact information for a contact.

• The screen below will appear when you click on update.



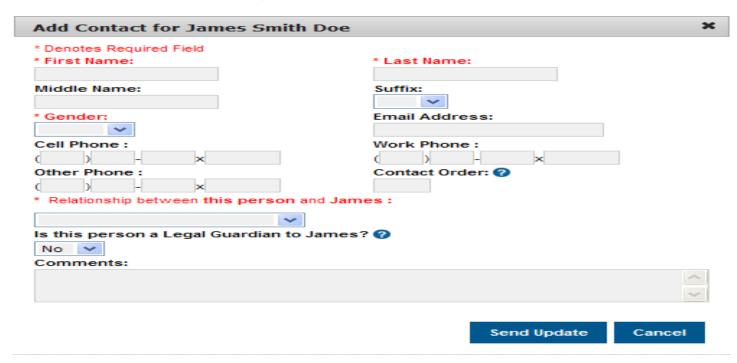
#### Click on Remove to remove a contact for your child.

The screen below will appear when you click on remove.

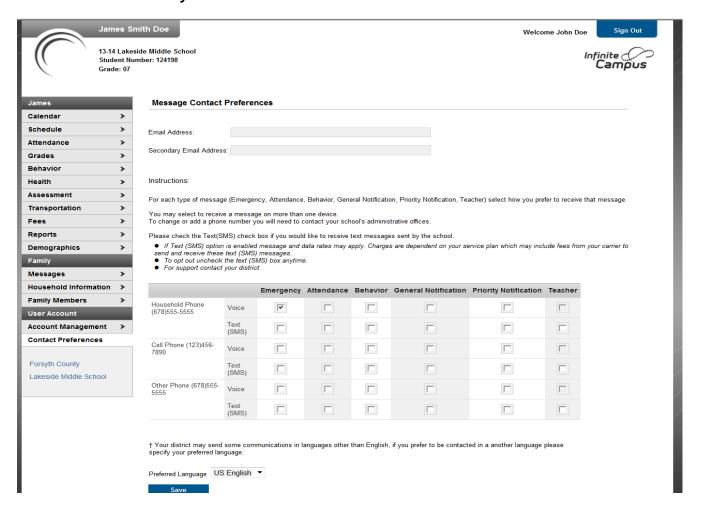


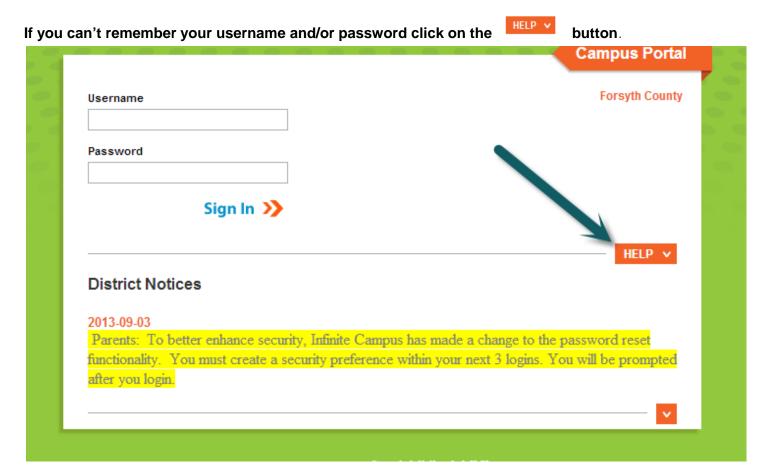
#### Click on Add Contact to add a contact for your child.

• The screen below will appear when you click on add contact.



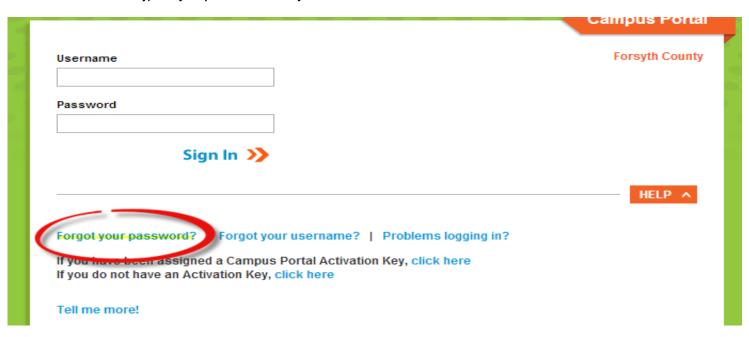
To set you messenger preferences. Click on Contact Preferences. Check which messages you would like to receive and how you would like to receive them.



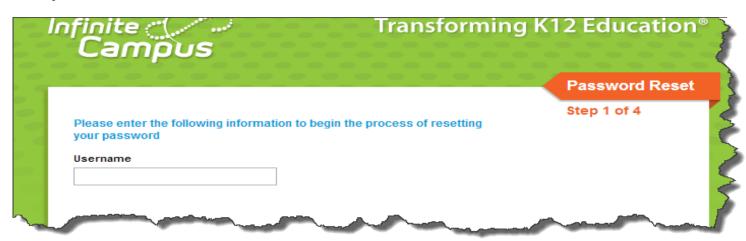


## Click on Forgot your password? OR Forgot your username?

If this option doesn't work you must go to your child's school or the Registration Center (Office Hours: Monday-Friday 8:00-12:00 or 1:30-4:30-Closed 12:00-1:30 daily) with your picture ID to have your account reset.



#### Enter your username



#### Check email on records for link to reset

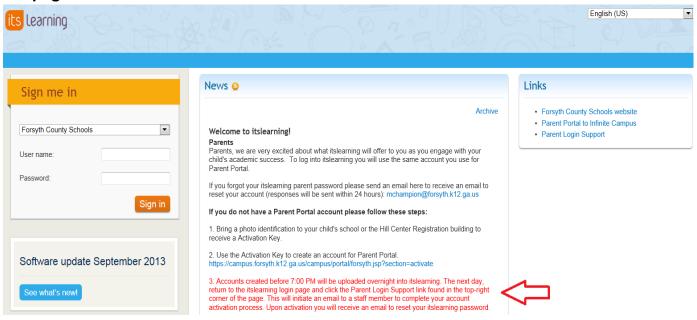


Please contact Chevi Green at <u>registration@forsyth.k12.ga.us</u> or 678-947-0863, ext 312252 if you have questions or need further assistance with Parent Portal.

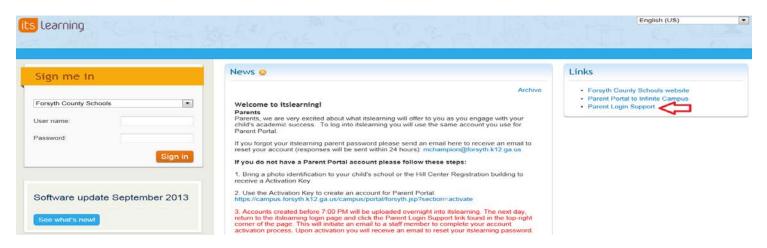


To access itslearning, please go to: www.forsyth.k12.ga.us Click on itslearning under Quick Links

Once you have established your Parent Portal account, please follow Step 3 on the itslearning webpage.



Please click on Parent Login Support. This will initiate an email to a staff member to complete your itslearning account activation process. Upon activation you will receive an email to reset your itslearning password.



Please contact Mike Champion at <a href="mailto:mchampion@forsyth.k12.ga.us">mchampion@forsyth.k12.ga.us</a> or 678-947-0863, ext 312253 if you have any questions or need further assistance with itslearning.