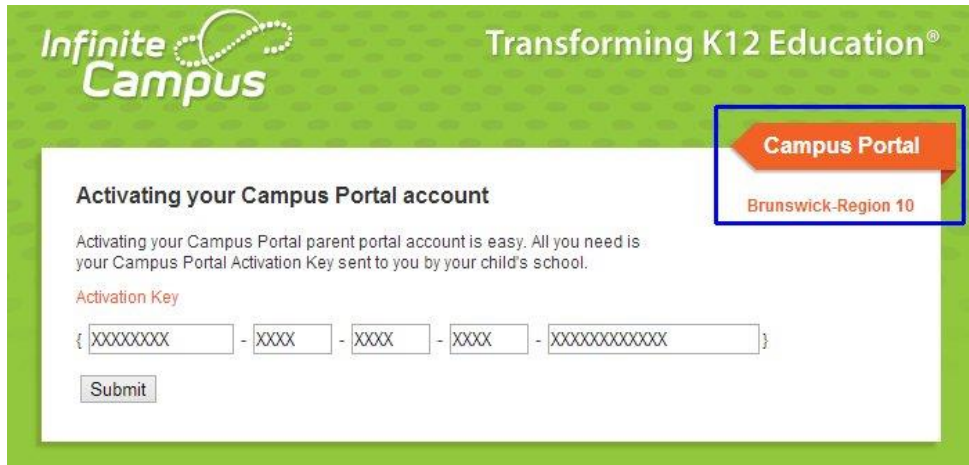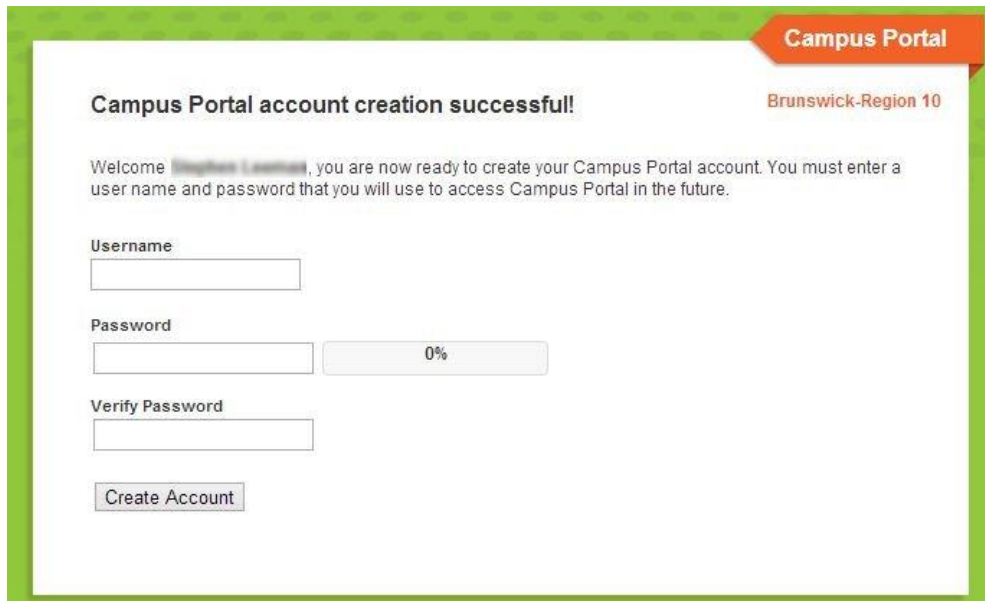# Creating a Parent Portal Account in Infinite Campus

1. The first thing you need to do is to activate your portal account. You will need your Personal GUID number. This should be in with your son/daughter's Report Card.

2. Then click on this link: https://maine.infinitecampus.org/campus/portal/region10.jsp?section=activate This will take you the activation page. Enter your GUID number in the boxes provided.

3. Once you hit submit, you will be taken to a page where you will create your username and password for the portal.

4. Below are the requirements for usernames and passwords.

Username and Password Creation

1. Enter a **Username**. Use an alphanumeric (both letters and numbers) username.
2. Enter a **Password**. Use an alphanumeric password. Passwords should be at least 6 characters long. If system preferences have been sent to require a **Strong Password**, it must meet three of the four qualifications:
   - 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.)
3. Re-enter the password in the **Verify Password** field.
4. Click the **Create Account** button.

This action will create the username and password. The username and password will be verified, and upon approval, the portal account will be created. Use *Click Here* link on the account creation page to enter the username and password to access the Portal information.

5. Once you have successfully created your username/password, you're ready to logon to the portal.

6. After clicking "Sign In", you will be brought to a page like this:

7. As the message says, you will be allowed to login 3 times without setting your security preferences. After that you will be forced to configure these settings.

8. When you select "Yes", you will come to screen like the following:

In order to properly recover your username or reset your password in the future, you must enter the following information.

On the next page, you will be required to enter each of the following:

1. A valid email address. This email address will be used when recovering your username or resetting your password.
2. Eight Like and eight Dislike images.
3. Your current Campus password.

It is important you select Like and Dislike images which have personal meaning to you. You will need to identify some of these images to prove your identity during the password reset process.

You can update your Like and Dislike images, email address, and password any time after they are initially saved.

click to close

9. Read the directions carefully and then close that window.

10. On the page below you will need to fill out your email address at the top. Then select your 8 Likes and Dislikes. At the bottom, type in the password that you created for your account and click "Save Changes". You will now proceed to your portal homepage.

Your Likes

Your Dislikes

Click any image to deselect it

Save Changes
    Enter your current password to save any changes to your user account settings.

Current Password [＿＿＿＿＿] [Save Changes]

11. From this point on, you can logon by going to the following link:
    https://maine.infinitecampus.org/campus/portal/region10.jsp
    There will also be a button on the homepage of our website: www.r10tech.org

If you have questions or problems, feel free to email us at: portal@r10tech.org