

## Portal Account Creation

Welcome to the Infinite Campus Portal! These instructions will take you through the initial Portal creation process. Once you have created your Portal account, you will be able to access your student's school information, including attendance and grades.

### Step One – Portal Home Page

Using an Internet browser (Firefox and Chrome are preferred), go to the web page <https://grayslakeil.infinitecampus.org/campus/portal/grayslake.jsp> which is the Portal's home page. It is highly recommended you bookmark this page for future use.

**Infinite Campus** Transforming K12 Education®

**Campus Portal**

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 46

Username

Password

**Sign In >>**

**HELP ^**

**Problems logging in?**  
If you have been assigned a Campus Portal Activation Key, [click here](#)  
If you do not have an Activation Key, [click here](#)

**Tell me more!**

In English | En Español | 中文简体 | 中文繁體

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Click the HELP button to reveal more options.

Next, on the line that reads “If you have been assigned a Campus Portal Activation Key, click here,” click the words “click here.”

## Step Two – Activation Key

On the new page, enter the activation key from your Portal letter. Once the activation key has been used to create your account, it cannot be used again.

The screenshot shows the Infinite Campus website interface for activating a Campus Portal account. The header includes the Infinite Campus logo and the tagline 'Transforming K12 Education®'. A red banner on the right says 'Campus Portal'. The main heading is 'Activating your Campus Portal account' with 'District 0513' to its right. Below the heading, there is a paragraph explaining the activation process. The 'Activation Key' is displayed in a series of input fields: { EAD16296 - 7C23 - 4887 - 8E58 - B6BD5244BF1D }. A 'Submit' button is located below the key fields. At the bottom, there are language options: 'In English | En Español | 中文简体 | 中文繁體' and copyright information: '©2003-2012 Infinite Campus, Inc. www.infinitecampus.com'.

Click the Submit button to continue.

## Step Three – Username and Password

On the new page, you will be asked to create a username and password for yourself.

Your username must contain both letters and numbers. Your password must be at least six (6) characters long and be considered a strong password.

You will need to enter your password twice to verify it, and then click the Create Account button.

**Infinite Campus** Transforming K12 Education®

**Campus Portal**

**Campus Portal account creation successful!** District 0513

Welcome **Camilla New Parent**, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

**Username**

**Password**  
 **100%**

**Verify Password**

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Complex, tricky passwords are not always strong passwords and can be difficult to remember. For example, TheBr0wnC@t is a stronger password than !@#\$\$%&() because TheBr0wnC@t uses a combination of character types and is long, whereas !@#\$\$%&() uses only symbols and is short. A computer program can crack !@#\$\$%^&() easier than it can crack TheBr0wnC@t.

**Congratulations! You are now a Portal user!**