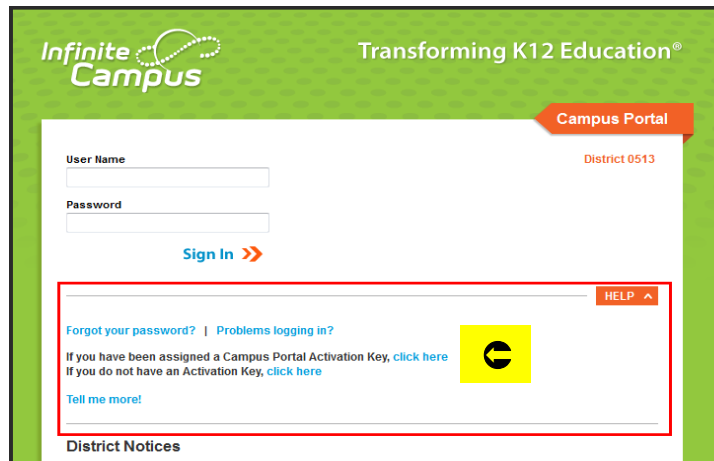


# Part 1– Create a Portal Account

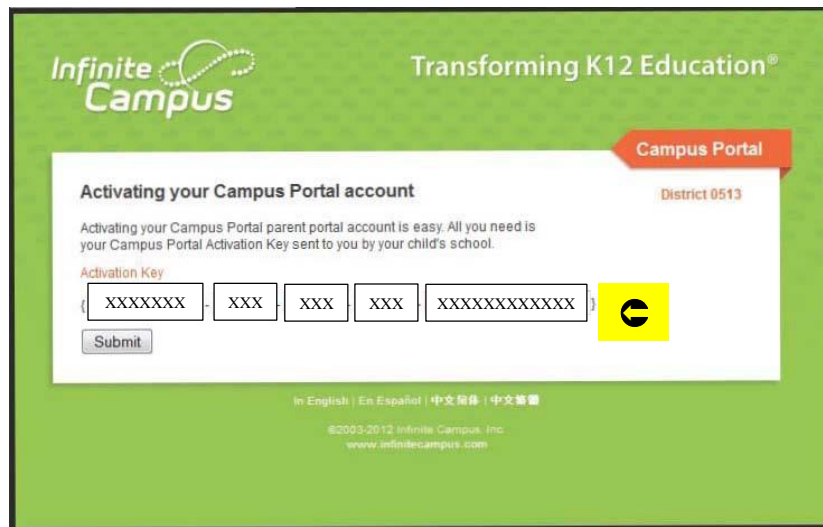
- To begin, access the Parent Portal URL on the Quick Link on the district website ([www.ht-sd.org](http://www.ht-sd.org)) or type the following URL into any internet browser:

[https://ht-sd.infinitecampus.org/campus/portal/hampton\\_township.jsp](https://ht-sd.infinitecampus.org/campus/portal/hampton_township.jsp)

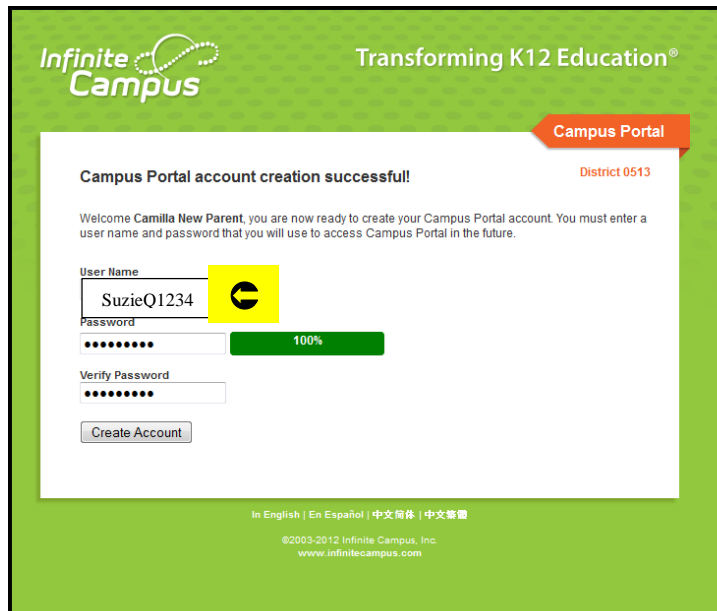
- When the Infinite Campus login page comes up, click on the orange "HELP" button which will expand the sign-in screen to include further instructions.



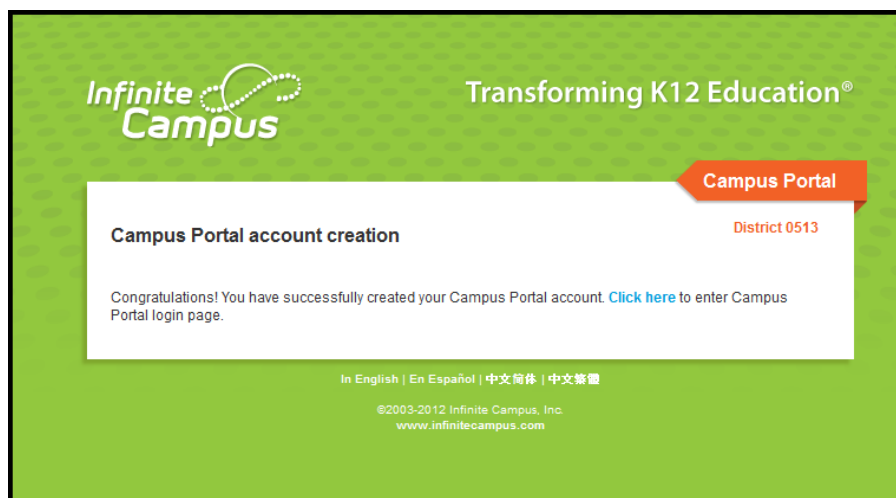
- See the first sentence - "*If you have been assigned a campus activation key, click here*" - click where indicated.
- At the next screen, type the Activation Key found in the letter your household received from the district. This is your personal key to view all HTSD student information pertinent to your family.



- Click the "Submit" button. The Activation Key will be verified, and you will then be prompted to create a username and password.



- Username - When creating your username, be sure to use both letters and numbers.
- Password - To create a password, be sure to use at least 6 characters and you must use at least three of the four qualifications:
  - An upper case letter (A, J, Z, etc...)
  - A lower case letter (a, j, z, etc...)
  - At least 1 number (2,4,7, etc...)
  - A symbol (\$,&,@, etc...)
- Once created, verify the password by re-typing it where indicated. Click on the “Create Account” Button. You should then see the following screen:



- After you have successfully created your Campus Parent Portal account, you must log in with your newly created username and password to continue on to the next step.