

ATTENTION

IMPORTANT INFORMATION THAT MUST BE UPDATED IN PARENT PORTAL

**** Any person authorized to check out your child(ren) from school *must be entered in Parent Portal. Please be advised that students WILL NOT be released to anyone who is not listed in Parent Portal.* ****

1. If you do not have a Parent Portal Account or if you cannot remember your Parent Portal username and/or password, please follow these steps:

Write a letter requesting that your Parent Portal information be provided to you. The letter should include the following:

- your name,
- your student's name(s) (You only need 1 parent account even if you have multiple students attending FCS.)
- your valid email address,
- your handwritten signature (original signature; electronic signatures are not acceptable),
- the date, and
- a copy of your valid (not expired) picture identification (driver's license, state identification card, or passport).

Upload the letter to <https://fcsapps.forsyth.k12.ga.us/InfoSystems/Parentportal>. Your username/password or activation key will be emailed to you at the email we have in our computer system. **(Please note that your initial log-in to Parent Portal can only be done from a computer.)**

You may also come to the front office in person with your identification to sign up for Parent Portal.

2. If you have a Portal Account and can log in, follow the instructions below to Review/Update/Add any individual that is authorized to checkout your child(ren) during the school year. Please be sure that your Parent Portal mobile app has been updated. For instructions on how to update the new Parent Portal app, please visit the following website: <https://www.forsyth.k12.ga.us/cms/lib/GA01000373/Centricity/Domain/73/Change%20Parent%20Portal%20App%20Instructions.pdf>

Instructions for Reviewing/Updating/Adding Non-Household Members in Parent Portal

- Log in to Parent Portal by visiting the following website:
<https://campus.forsyth.k12.ga.us/campus/portal/forsyth.jsp>
- Enter your **USERNAME** and **PASSWORD**.
- Click **SELECT A STUDENT** (*Tab is located near your student's picture and only required if you have multiple students within FCSS*).
- Click **DEMOGRAPHICS** (*The student's Personal Information and Non-Household Contacts Information will appear. On this screen, you will have the ability to Update/Remove/Add Non-Household contact information.*)
 - To **UPDATE**: Click the Update tab, edit the information, click SEND UPDATE, click OK.
 - To **REMOVE**: Click the Remove tab, enter COMMENT, click SEND UPDATE, click OK.
 - To **ADD CONTACT**: Click the + Add Contact tab, enter the contact's information, click SEND UPDATE, click OK.
- Once the information has been updated/removed/added, please **SIGN OUT**.
- Repeat the steps above if you have multiple students within FCSS.

Please note that changes made in Parent Portal may take 24-48 hours to be updated. Same day updates may not be available to the school's front office; therefore, parents are advised to keep Household and Non-Household contacts as CURRENT as possible for easy checkouts.