

## Parent Portal Instructions – How to Add Contacts

1. Go to [www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us) and find the **Popular Links** menu, and then click on **Parent Portal (Infinite Campus)**. Or, you can log into your smart phone Campus Parent app.

The screenshot shows the Forsyth County Schools website. The browser address bar displays [www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us). The navigation menu includes: District Home, Our Schools, INSIDE FCS, DISTRICT SERVICES, STAFF RESOURCES, and CAREERS. The main content area features the Forsyth County Schools logo and the tagline "Quality Learning and Superior Performance for All". A sidebar menu is visible on the left, containing the following items: Contact Us, Popular Links (circled in red), Parent Portal (Infinite Campus) (circled in red), MyFCS (iSlearning), Calendars, Bus Schedules, and Menus. A red arrow points to the address bar. The background image shows a woman and a young girl working together at a table with papers and markers.

2. Type in your school assigned Parent Portal login and password. If you do not have a Parent Portal login and password, you will need to go to your school with a valid photo ID and get your unique login and password to access your student's information. You only need 1 Parent Portal account to manage all students in your family.

**Infinite Campus**

**Forsyth County**

Parent Username

Password

**Log In**

[Forgot Password?](#) [Forgot Username?](#) [Help](#)

[Log In to Campus Student](#)

or

[New User?](#)

Friday 05/08/2020

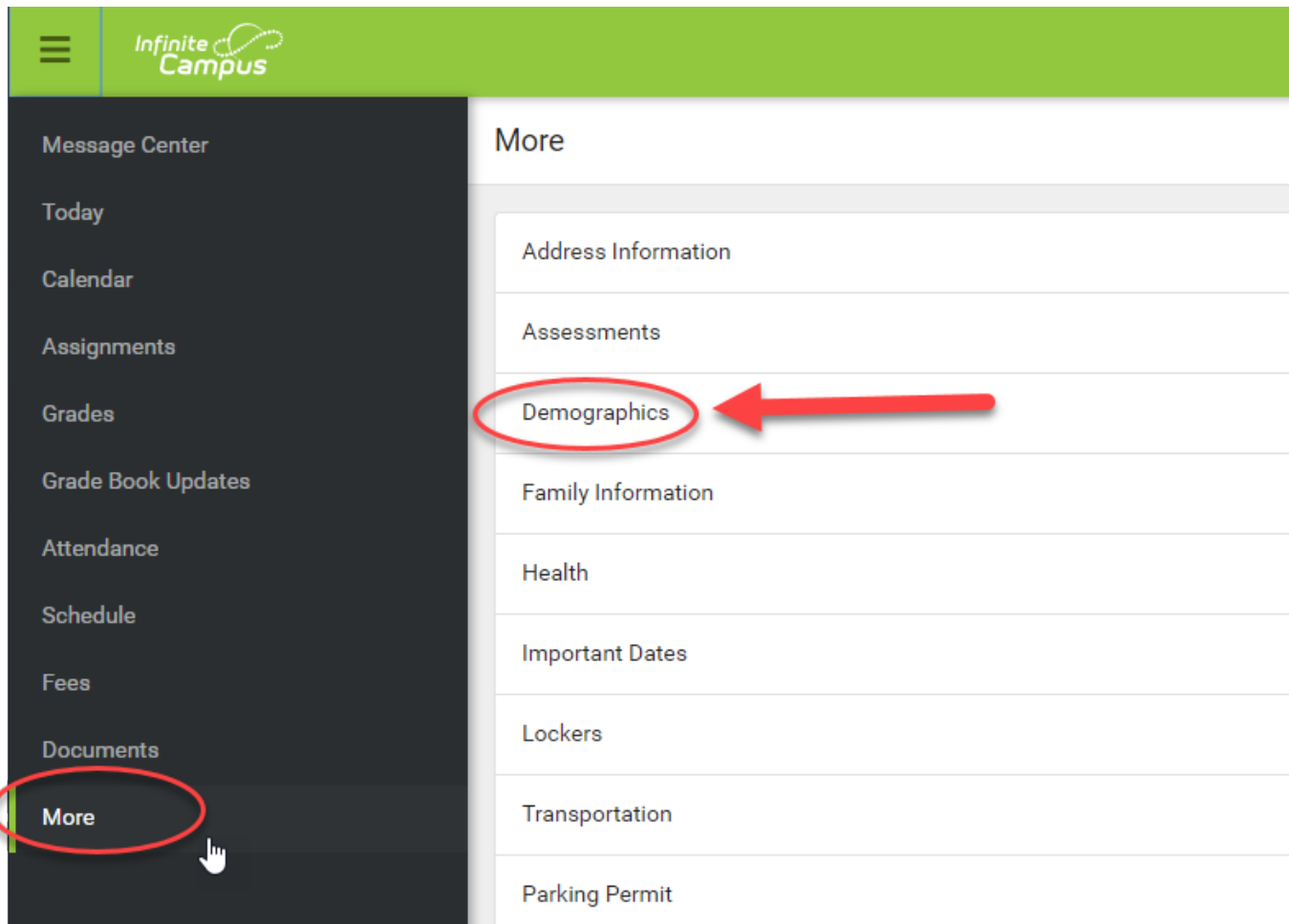
If you do not have a Parent Portal account please

1. Please write a letter requesting that your activation contain your original, signature, child(ren)'s name (picture id). You may upload [Click Here for the Security letter with attachment for processing.](#)
2. Use your Activation Key to create an account for

[Click Here for Parent Portal Request Instructions](#)

**Type in your username and password. Then, click Log In.**

3. Click on More on the menu in the left column and then click on Demographics. Once inside Demographics, you can update contacts associated with your student. You can also remove a contact from this menu. Note all changes are approved through the Student Information System Department and are verified by reviewing parent/guardian information along with the most recent custody agreements (if applicable) that have been provided.



3a. To add a contact, click the add button at the bottom of the screen. Fill in the needed information and hit add.

### Student Demographics

**\*\*\*When adding a new contact, add at least one photo for the contact.**

**\*Spouses/Significant others are not listed as guardians of each other.**  
**\*Siblings are not listed as guardians of each other.**

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Legal Name

Birthday

Gender

### Non-Household Relationships

There are no contacts for this student.



**Add Contact**

First Name \*

Last Name \*

Middle Name

Suffix

Gender \*

Cell Phone

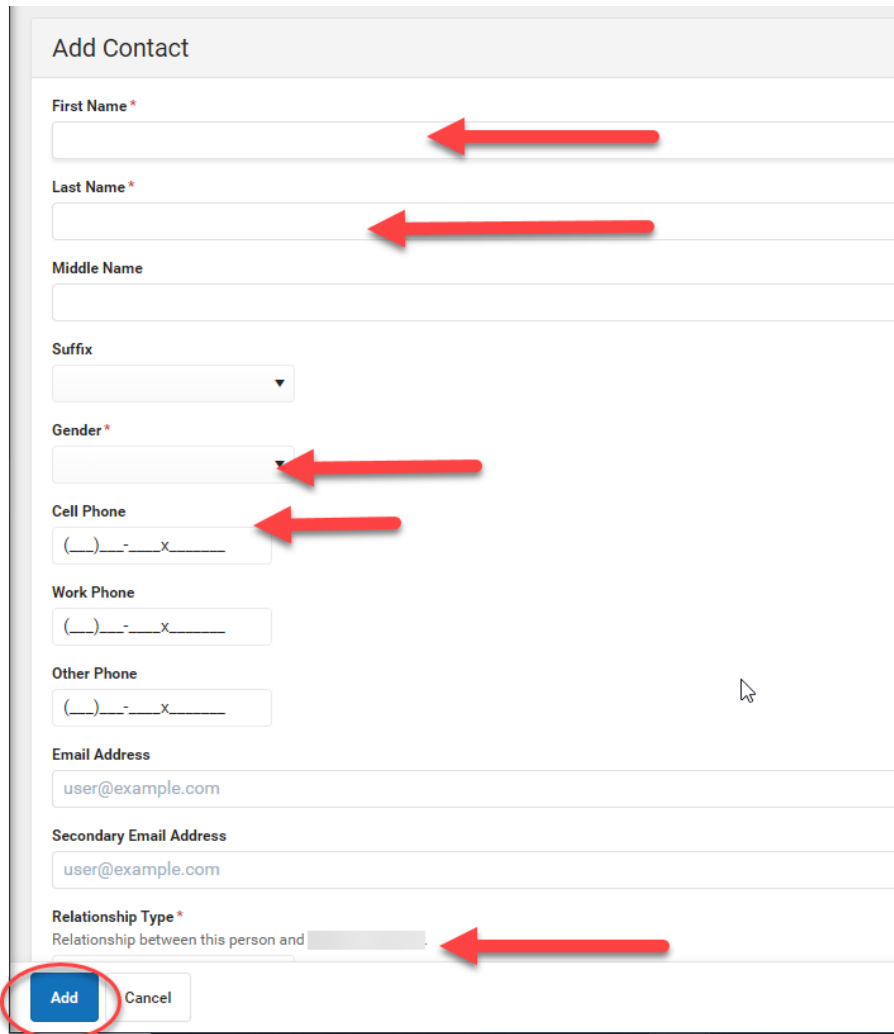
Work Phone

Other Phone

Email Address

Secondary Email Address

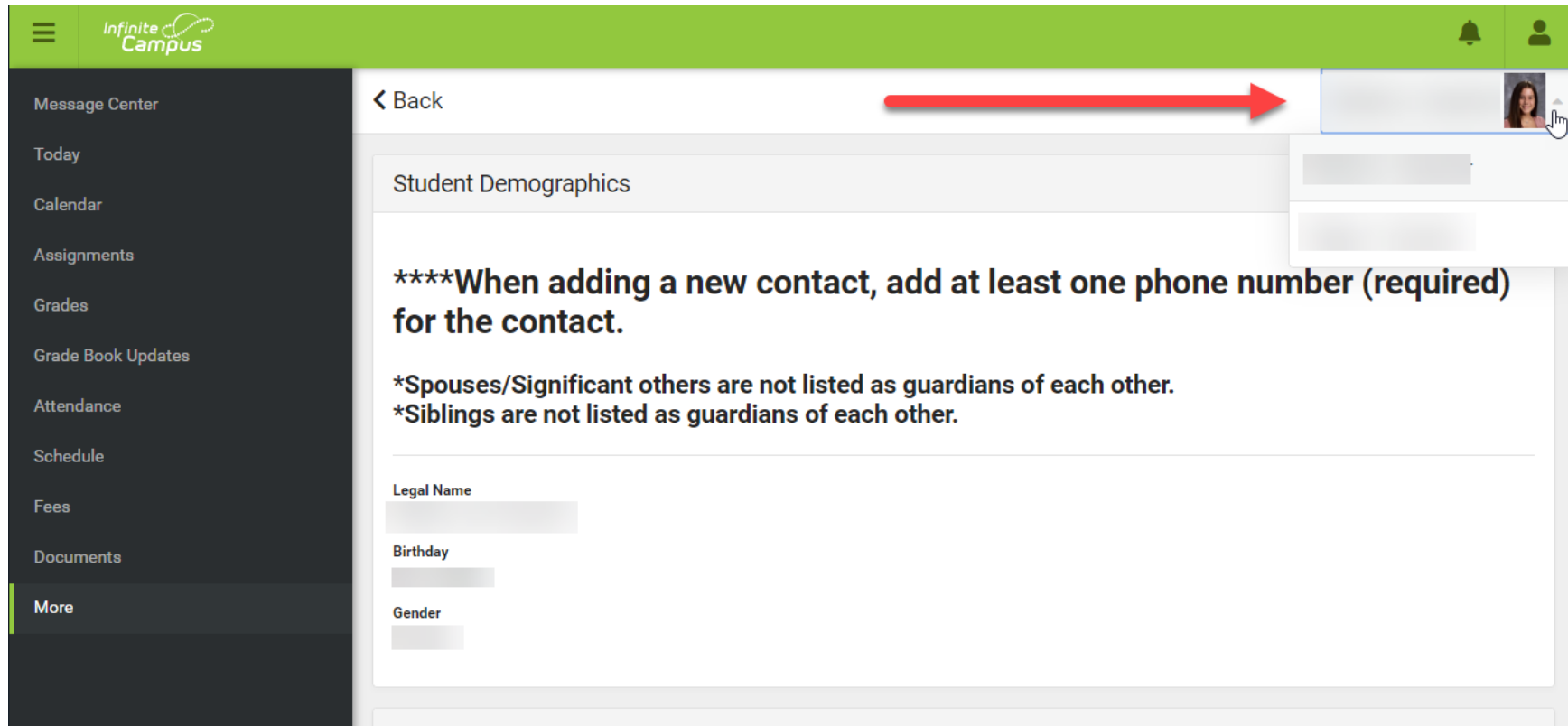
Relationship Type \*  
Relationship between this person and



***Updates to student contacts are only completed if they are submitted by the parent/guardian who has educational decision-making rights as noted on submitted legal documents. Requests for updates to student contacts are not processed if it is made by the noncustodial parent/guardian.***

***For addition information, please contact Cindy Little at [clittle@forsyth.k12.ga.us](mailto:clittle@forsyth.k12.ga.us) or 678-947-0863 extension 205520.***

3b. If you have more than 1 student in your family, you will need to add the contact to both students. Change the student by click on the student's name in the top righthand portion of the screen. Once the student is changed, follow the steps to add the contact on to the next student.



The screenshot displays the Infinite Campus mobile application interface. On the left is a dark sidebar menu with options: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, and More. The main content area is titled 'Student Demographics' and contains the following text:

**\*\*\*\*When adding a new contact, add at least one phone number (required) for the contact.**

**\*Spouses/Significant others are not listed as guardians of each other.**  
**\*Siblings are not listed as guardians of each other.**

Below the text are input fields for 'Legal Name', 'Birthday', and 'Gender'. In the top right corner of the main content area, there is a student profile picture. A red arrow points to this profile picture, indicating that clicking on it will change the student for whom the contact is being added.