

## 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 [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, with the "Popular Links" section circled in red. The "Parent Portal (Infinite Campus)" link is also circled in red. Other links in the sidebar include Contact Us, MyFCS (iSlearning), Calendars, Bus Schedules, and Menus. The background image shows a teacher and a student working on a project at a table.

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

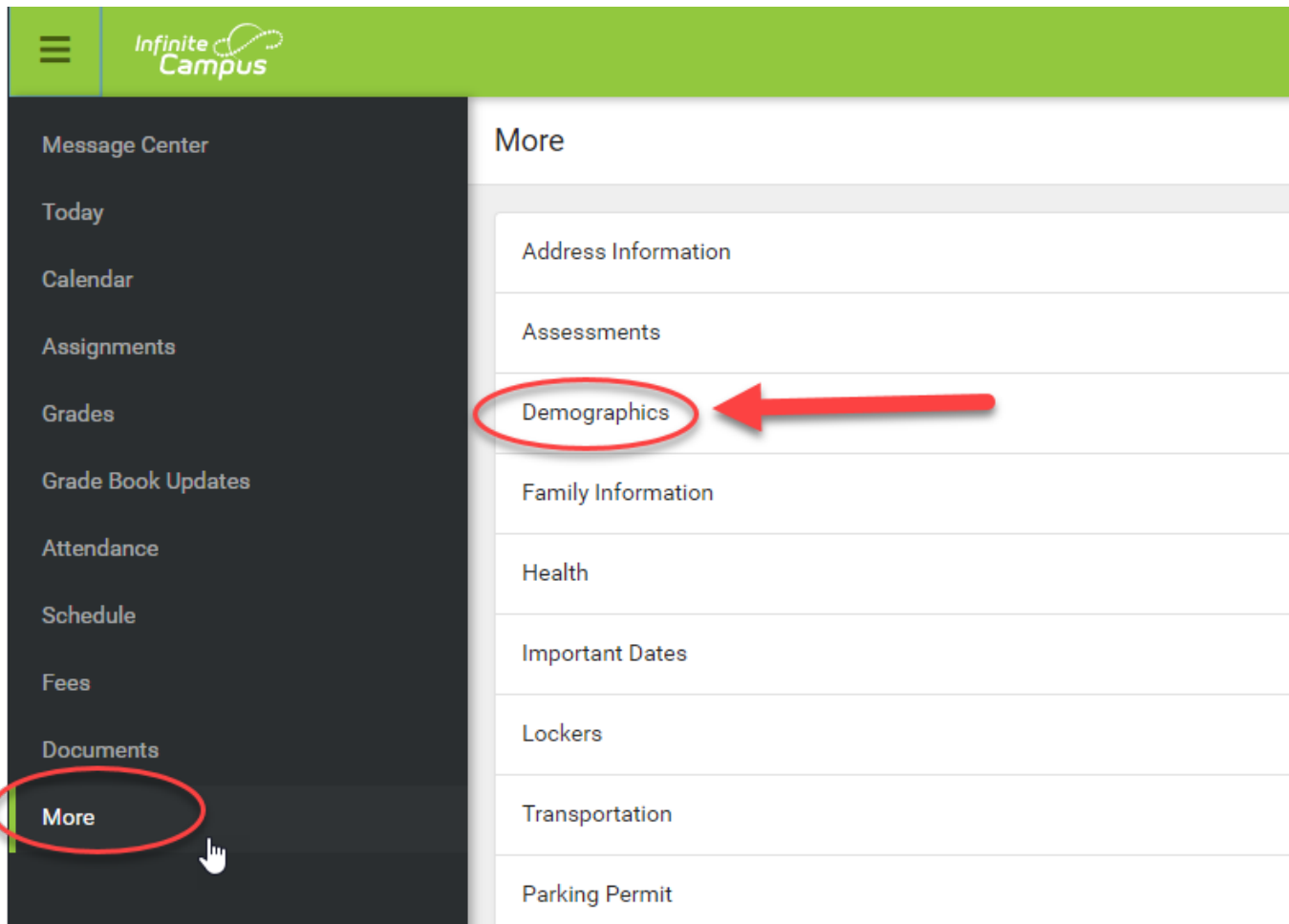
If you do not have a Parent Portal account please

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.](#)

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

2. Use your Activation Key to create an account for

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

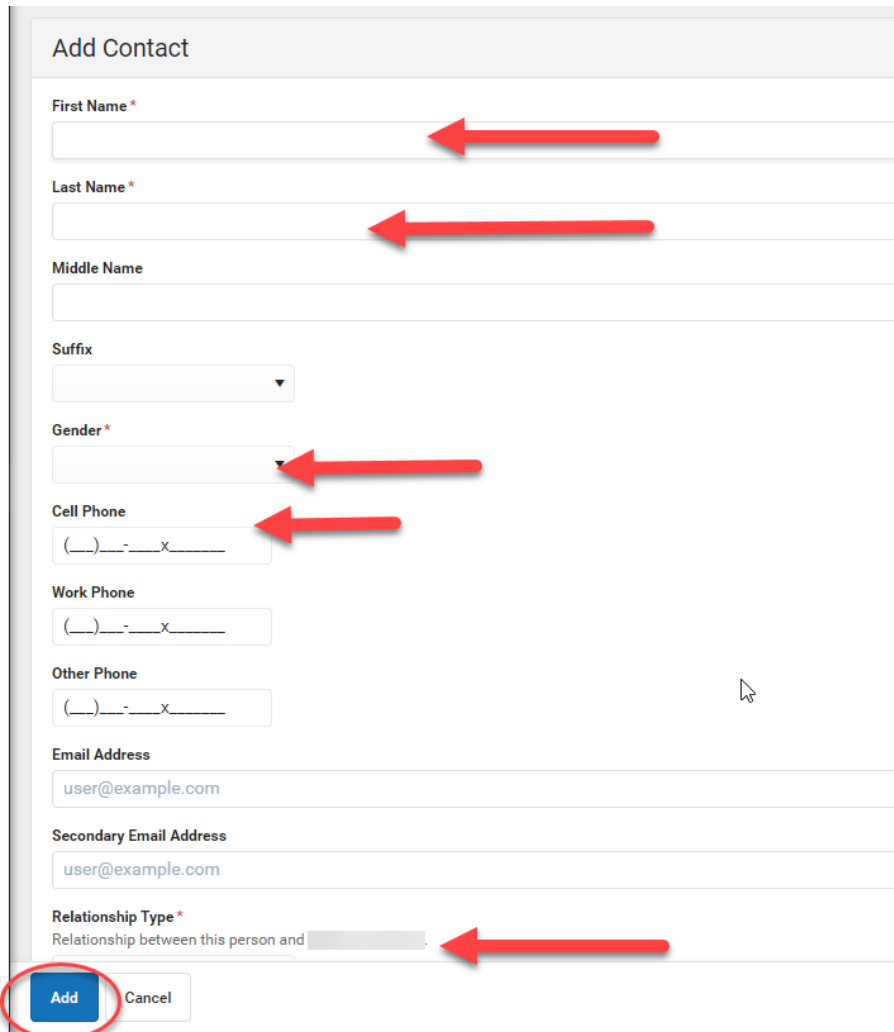
Work Phone

Other Phone

Email Address

Secondary Email Address

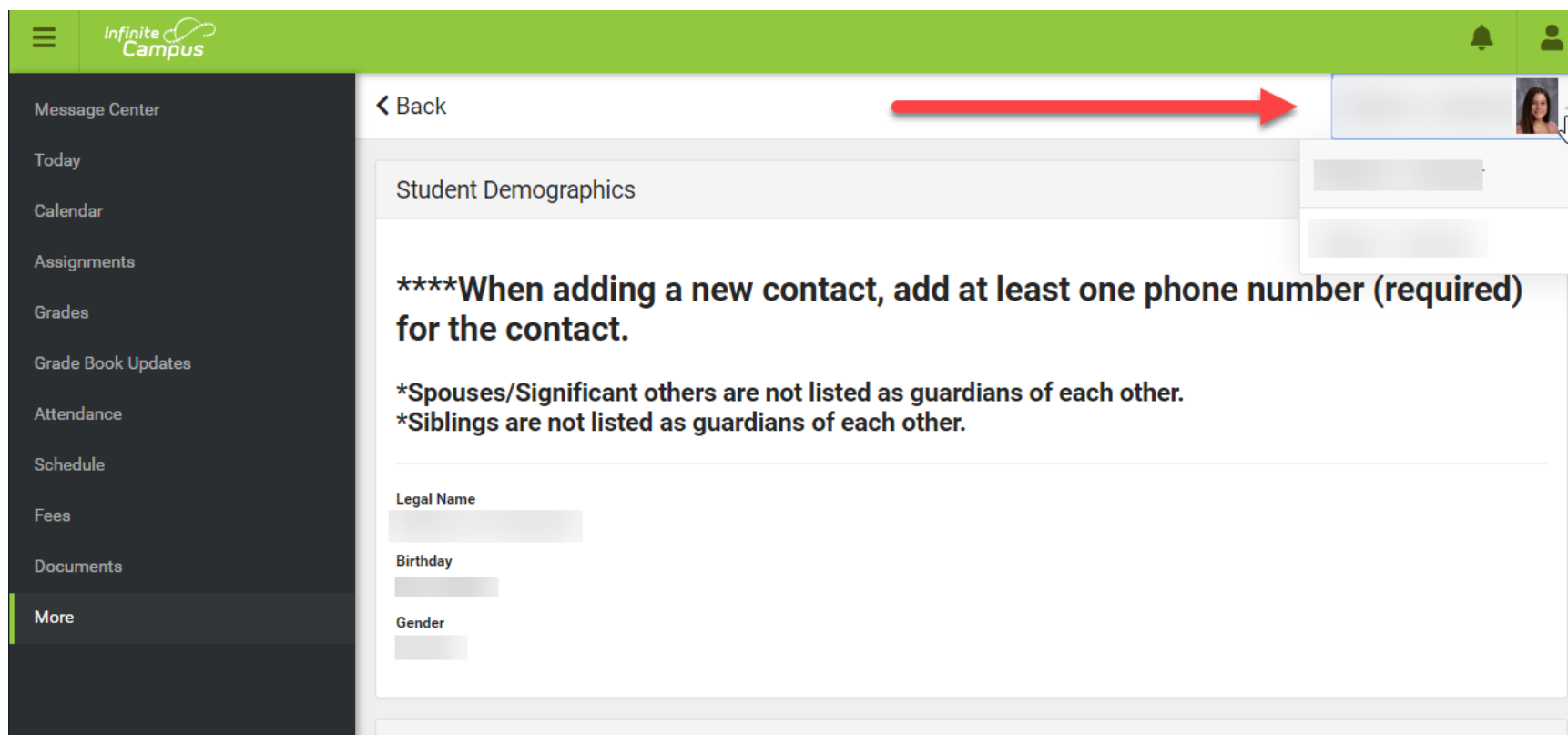
Relationship Type\*  
Relationship between this person and



**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 312253.**

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 user interface. On the left is a dark sidebar with a menu containing: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, and More. The top navigation bar is green and features the Infinite Campus logo, a notification bell, and a user profile icon. The main content area is titled 'Student Demographics' and includes a 'Back' button. A red arrow points to a student profile picture in the top right corner of the main area. Below the title, there are instructions: **\*\*\*\*When adding a new contact, add at least one phone number (required) for the contact.** and two notes: **\*Spouses/Significant others are not listed as guardians of each other.** and **\*Siblings are not listed as guardians of each other.** The form fields for 'Legal Name', 'Birthday', and 'Gender' are visible at the bottom.