



Parent Portal Setup Instructions

To set up your personal Parent Portal account follow these steps:

Access the internet on your computer or device and enter the following URL: <http://www.springlakeparkschools.org>. Click on the Parent Portal Link on the district home. The portal home page will be displayed:

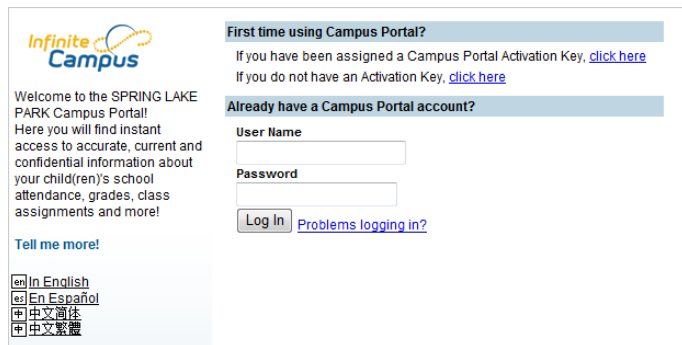
Parent Portal



[Login to the Parent Portal](#)

Select the link LOGIN TO THE PARENT PORTAL.

Select the link on the first line, which says "If you have been assigned a Parent Portal activation key, [click here](#)"



Select the link on the first line, which says "If you have been assigned a Parent Portal activation key, [click here](#)"

Enter your **activation key** in the boxes provided on this web page and click the **submit** button. Your **activation key** is located on the welcome letter.

(There are no 0's only zeroes)

Activating your myCampus account

Activating your myCampus parent portal account is easy. All you need is your myCampus Activation Key sent to you by your child's school.

Activation Key

{ - - - - }

When you have successfully entered your activation key, you will be prompted to create your own **user name** and **password**. Be sure to select a password you will not forget, and something that your children and others will not be able to guess. Your password should be at least six characters in length, and should be a mixture of letters and numbers.

Click on the **Create Account** button. This will set up the account to allow you to view your child(ren)'s Parent Portal school records.

A message indicating that the account has been created will be displayed. Click on the link to continue to login to Campus. On future logins you will be able to use your new account that you created. Please write your account information down and save it in a safe place.

Spend some time exploring the Parent Portal screens by clicking on each of the options listed on the left side of the page.



The student information is also available for your Apple Ipad, Iphone and Ipod by downloading the Campus Application from the Apple App Store. Follow the link in the Parent Portal.

When you have finished viewing information about your child(ren), be sure to click on the **Log Off** link to exit the page. Never leave this page open, as others may see your confidential information.

You must follow the guidelines for Acceptable Use. There are displayed on the home page of the parent portal. Responsible use of Parent Portal will help us provide you with the best information possible. Please refer to the Parent Portal home page for more information and notices. If you need help at any point, email us at portal@springlakeparkschools.org or call us at 763-795-5901. Accounts that are not used for 120 days will be disabled. For a full manual and additional information please visit www.springlakeparkschools.org and click on the Parent Portal Link.

Thank you and enjoy the Spring Lake Park School's Parent Portal.

--Parent Portal Support Team