

Parent Portal Annual Update Process

Do you have an address change? Parents and Guardians can now update their home address and make a request to change their students' address online through the [Annual Update](#), without going to Central Enrollment. Important annual forms can also be completed online through the [Annual Update](#) in the Portal. This includes acknowledgements such as Emergency Contact Information, Consent for Release of Student Information, Internet Acceptable Use, FERPA Rights, and the Compact Form. Annual Updates will be processed promptly, and parents will receive a confirmation email when their update is completed.



Go to **Parent Portal** on the CCS Website: <https://www.ccssoh.us/Page/2437>

1. From the Menu on the left side click on **Parent Portal Existing User Login**.
2. Look for the Menu on the left side of the screen (if the menu is not visible click on the three black bars (hamburger menu) at the top left corner).
3. On the drop down menu that appears click "More"
4. Towards the bottom of the list that appears click on "Annual Update"
5. At the bottom of the screen click on "Begin Annual Update"
6. Follow the step-by-step instructions. You will receive a confirmation email after completion.

The screenshot shows the Parent Portal interface. At the top, there is a breadcrumb trail: Home > Families > Parent Portal > CCS Parent Portal. The main content area on the left features the Columbus City Schools logo and a section titled "IMPORTANT INFORMATION FOR PARENTS/GUARDIANS TO KEEP YOU INFORMED". Below this, there are several informational boxes, including one for "NEW FOR 2019-2020!" and another for "Do you have an address change?". On the right side, there is a "More" menu with various options. A red arrow points to the "Annual Update" option at the bottom of this menu.

The screenshot shows the "Annual Update (Existing Student)" page. It features a "Welcome to Annual Update!" message and a list of sections to be reviewed during the process: Primary Household, Parent/Guardian, Emergency Contact, and Student. Below this, there is a table with the following data:

| Student Name | Grade | Included in new App? | Reason if not included | Annual Update Submitted |
|--------------|-------|----------------------|------------------------|-------------------------|
| Mary Watson | 02 | no | No Guardian Rights | no |
| Peter Parker | 10 | yes | Included | no |

At the bottom of the page, there is a "Registration Year" field set to "20-21 School Year" and a "Begin Annual Update" button highlighted with a yellow circle.

Infinite Campus Parent Portal Activation

Is Your Parent Portal Account Activated? Stay engaged in your child's education by setting up and signing into the Columbus City Schools Parent Portal. Through the Parent Portal, you'll be able to securely access valuable information on your student(s):

- Teacher Contact
- Grades and Course Schedules
- Daily Attendance
- Missed Assignments
- Paperless Applications for: School Choice, Summer School, and Career Tech
- Update Contact Information
- Pay Fees

In order to complete your registration, you will need:

- A. A personal email address
- B. Your **Parent Activation Number**. If you do not have a number, please contact your students school or contact parentportalaccess@columbus.k12.oh.us to have it emailed to you.

Getting started-

1. Got to the Parent Portal access page: <https://tinyurl.com/2fs7r5zh>
2. Click on **"Campus Parent"**
3. Click on **"New User?"**
4. Enter the activation key number your received and click **"Submit"**
5. After you have created a Portal Account start by exploring your Account Settings for Notifications and Contact Preferences

