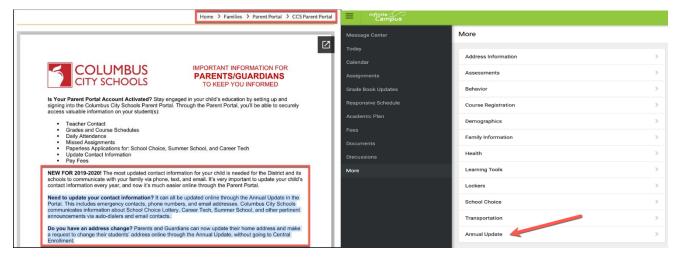
Parent Portal Annual Update Process

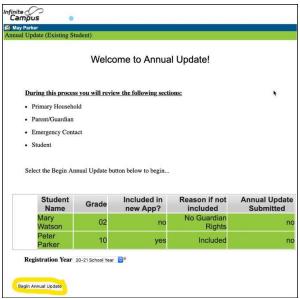
Do you have an address change? Parents and Guardians can now update their home address and make a request to change their students' address online through the Annual Update, without going to Central Enrollment. Important annual forms can also be completed online through the Annual Update in the Portal. 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.ccsoh.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.





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 <u>parentportalaccess@columbus.k12.oh.us</u> 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





