

## **Setting Up Campus Portal Account Parent Portal**

You must have an activation key to access your Infinite Campus account.

To retrieve your personal activation key, visit the NCSIS Parent Portal Lookup Site:

<https://portalaccess.ncsis.gov/>

Do NOT use a cell phone to create your account.

Follow these steps to retrieve your activation key:

1. NCSIS Parent Portal Activation Code Lookup
  - a. School District/Charter
    - i. Select "Queen's Grant Community School" under the drop down menu
2. About Your Student
  - a. Enter "Student ID Number, Student First Name, Student Last Name, and Student DOB"
  - b. Click "Find Student"
3. Select Parent/Guardian
  - a. Select your name
4. Select Verification Method
  - a. Select email or text message to receive a verification code
5. Verify Code
  - a. Enter the 6-Digit code you receive and click "Submit Code"
6. Verification Complete
  - a. Your activation key will appear on the screen
  - b. Copy your activation key (Ctrl+C)
  - c. Click the parent portal link on screen: <https://60G.ncsis.gov/parent>
    - i. This link will take you to the Queen's Grant Parent Portal

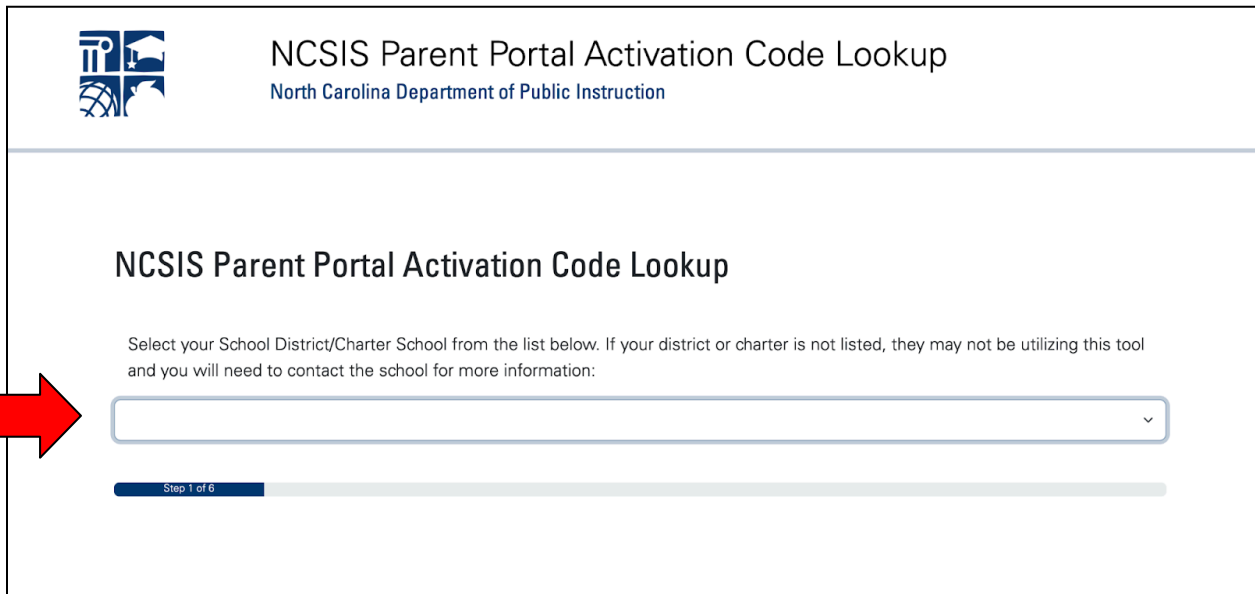
Creating your account:

1. Campus Parent Website
  - a. Click "New User?"
  - b. Paste your activation key into the box (Ctrl+V) and click "Submit"
  - c. Follow on-screen instructions to create your username and password
    - i. Your password cannot contain a first or last name
  - d. Click "Submit"
2. Login
  - a. You will be redirected to the Campus Parent page. Type in your username and password to log in
  - b. Click "Log In"

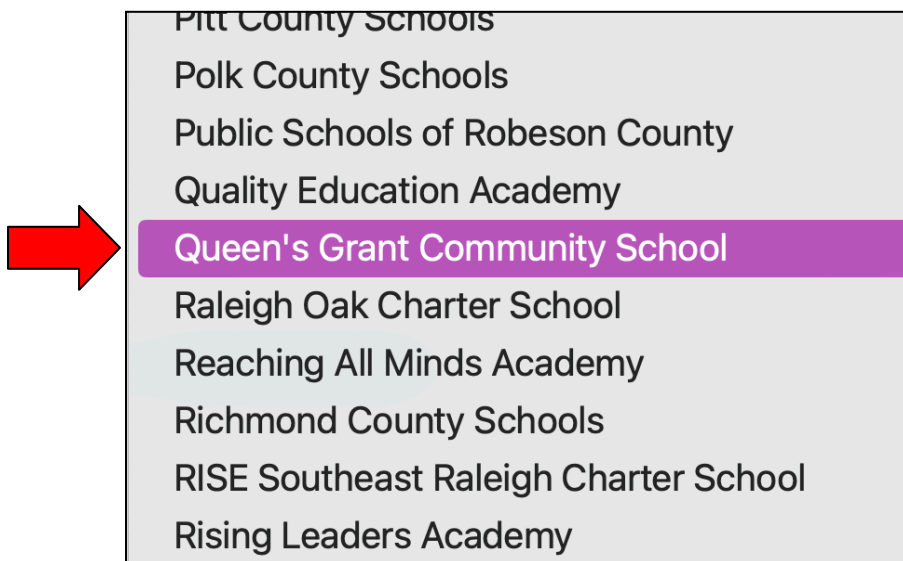
## Retrieving Your Activation Key

### Step 1: NCSIS Parent Portal Activation Code Lookup

- a. School District/Charter
  - i. Select “Queen’s Grant Community School” under the drop down menu



The screenshot shows the NCSIS Parent Portal Activation Code Lookup page. At the top left is the NCSIS logo. To its right is the title "NCSIS Parent Portal Activation Code Lookup" and the subtitle "North Carolina Department of Public Instruction". Below this is a heading "NCSIS Parent Portal Activation Code Lookup". Under the heading is a text prompt: "Select your School District/Charter School from the list below. If your district or charter is not listed, they may not be utilizing this tool and you will need to contact the school for more information:". Below the text is a dropdown menu. A red arrow points to the dropdown menu. At the bottom of the page is a progress bar labeled "Step 1 of 6".

- 
- A list of school districts is shown. The item "Queen's Grant Community School" is highlighted in purple. A red arrow points to the highlighted item.
- Pitt County Schools
  - Polk County Schools
  - Public Schools of Robeson County
  - Quality Education Academy
  - Queen's Grant Community School
  - Raleigh Oak Charter School
  - Reaching All Minds Academy
  - Richmond County Schools
  - RISE Southeast Raleigh Charter School
  - Rising Leaders Academy

## Step 2: About Your Student

- Enter “Student ID Number, Student First Name, Student Last Name, and Student DOB”
- Click “Find Student”

### About Your Student

Please complete the form below with information about your student. If you have multiple students in a district or charter, you may need to complete this process for each student.

School District/Charter School: Queen's Grant Community School

Student ID Number

First Name

Last Name

Date of Birth mm/dd/yyyy



Find Student

Step 2 of 6

## Step 3: Select Parent/Guardian

- Select your name

### Select Parent/Guardian

Please select the parent/guardian to set up using the list below. If the data listed below is inaccurate or missing, please contact [redacted] school and try again.



[redacted] \* (Mother)



[redacted] \* (Father)



[redacted] (Mother)

Step 3 of 6

#### Step 4: Select Verification Method

- Select email or text message to receive a verification code

### Select Verification Method

Please select a method to verify your identity. If the data listed below is inaccurate or missing, please contact [redacted] : school and try again.

☐ Via Email: [redacted]\*@gma\*\*\*\*\*

☐ Via text message to the telephone number ending in: [redacted]

Step 4 of 6

#### Step 5: Verify Code

- Enter the 6-Digit code you receive and click "Submit Code"



### Verify Code

Please verify the six-digit code that has been sent to you via email or text message.

Verify Code

Step 5 of 6

#### Step 6: Verification Complete

- Your activation key will appear on the screen
- Copy your activation key (Ctrl+C)

### Verification Complete

Verification is now complete. Please log in to <https://60G.ncsis.gov/parent> and select New User?. When prompted, enter the verification code below.

Activation Code:

Step 6 of 6

- c. Click the parent portal link on screen: <https://60G.ncsis.gov/parent>
  - ii. This link will take you to the Queen's Grant Parent Portal

## Verification Complete

Verification is now complete. Please log in to <https://60G.ncsis.gov/parent> and select New User?. When prompted, enter the verification code below.

Activation Code

Step 6 of 6

## Creating Your Account

### Step 1: Campus Parent Website

- a. Click "New User?"

## Campus Parent

### Queen's Grant Community School

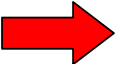
Parent Username: (Required)

Password: (Required)

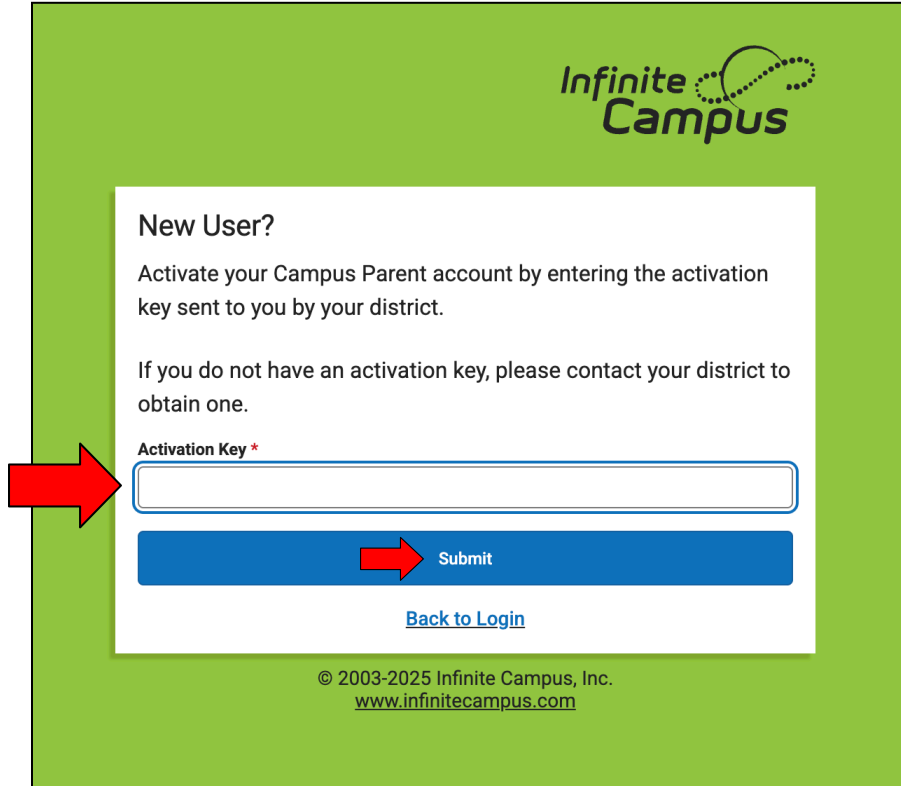
Log In

[Help](#)

[Log in to Campus Student](#)

 [New User?](#)

- b. Paste your activation key into the box (Ctrl+V) and click “Submit”



The image shows a green background with the Infinite Campus logo in the top right corner. In the center is a white box titled "New User?". Below the title, it says "Activate your Campus Parent account by entering the activation key sent to you by your district." and "If you do not have an activation key, please contact your district to obtain one." There is a text input field labeled "Activation Key \*" with a red arrow pointing to it from the left. Below the input field is a blue "Submit" button with a red arrow pointing to it from the left. Below the button is a link "Back to Login". At the bottom of the white box, it says "© 2003-2025 Infinite Campus, Inc. www.infinitecampus.com".

**New User?**

Activate your Campus Parent account by entering the activation key sent to you by your district.

If you do not have an activation key, please contact your district to obtain one.

Activation Key \*

Submit

[Back to Login](#)

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- c. Follow the on-screen instructions to create your username and password
- i. Your password cannot contain a first or last name



The image shows a green background with the Infinite Campus logo in the top right corner. In the center is a white box titled "Create Campus Parent Account". Below the title, it says "Welcome". There are three text input fields: "Username \*", "Password \*", and "Confirm Password \*". The "Password \*" field has a blue information icon to its right. Below the input fields is a "Password Strength" indicator showing "0%". At the bottom of the white box is a blue "Submit" button and a link "Back to Login". At the bottom of the green background, it says "© 2003-2025 Infinite Campus, Inc. www.infinitecampus.com".

**Create Campus Parent Account**

Welcome

Username \*

Password \*

Confirm Password \*

Password Strength 0%

Submit

[Back to Login](#)

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- d. Click “Submit”

**Infinite Campus**

### Create Campus Parent Account

Welcome

Username \*

Password \*

Confirm Password \*

Password Strength 0%

[Back to Login](#)

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## Step 2: Login

- You will be redirected to the Campus Parent page. Type in your username and password to log in
- Click “Log In”

## Campus Parent

### Queen's Grant Community School


Parent Username: (Required)

Password: (Required)

[Log In](#)

[Help](#)  
[Log in to Campus Student](#)  
[New User?](#)

Welcome to Infinite Campus!



Home

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Fees

Message Center

More

Home

Student Name

2 Assignments Due Today

14 Recent Assignment Scores

6 Recent Grade Updates

Announcements

No announcements.

Inbox

No messages available.

Quick Links

Queen's Grant Community School

Queen's Grant Community School

Shortcuts

Contact List