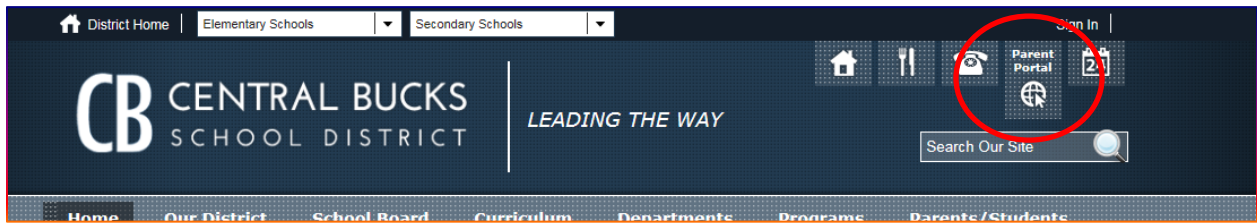
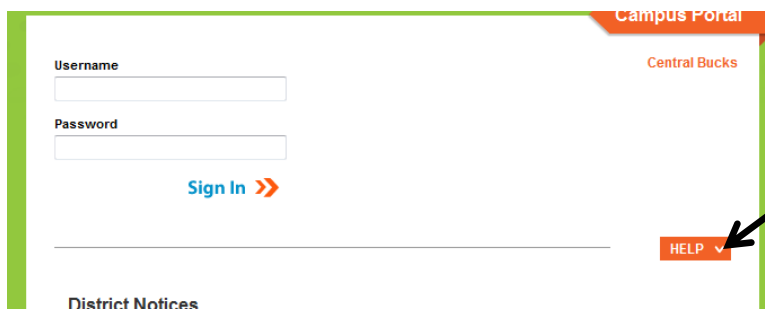


Parent Portal Navigation

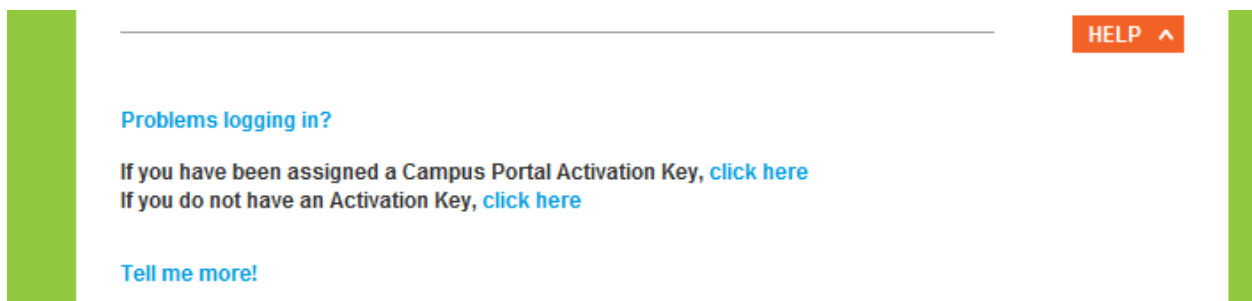
1.) To access the parent portal login page on the main cbsd website (www.cbsd.org) <click on the Globe Icon in the upper right hand corner



2.) If the parent has their GUID # and need to create their account, please have them click on the **HELP**.



3.) They need to [click here](#) next to "If You Have Been Assigned a Campus Portal Activation Key"



4.) Parents will continue from this point to create their username and password. The username needs to be at minimal of 6 characters. Here are the instructions we send the parent on how to create their parent portal accounts;

*Go to the CBWebsite (cbsd.org)

*Click on the Globe Icon 

*Click on Help 

*Click on "If you have been assigned a Campus Portal Activation Key" Click here

*Type in the activation key you were sent. Do not use the tab key, use all upper case for lettering and there are no "O" only zeros.

*Click Submit

*Now you are at the User name/password set up screen

User and password are of your choosing – type those in (notice that the password has to be typed in twice)

*Click on Create Account

You have now successfully created your portal account

To now login to the parent portal just follow the prompts

Parent Portal

Information Technology Department

Central Bucks School District

Doylestown, PA 18901

<https://campus.cbsd.org/campus/portal/cbsd.jsp>

If Parents Need Either a Activation Key or Username/Password

1.) The parents will need to scroll to the bottom of the Campus Parent Portal Login page and click on the [arrow in the orange box](#).

District Notices

2013-05-20

Parents Please Read!!!!

Please note for the 13-14 school year that there will be a new password reset option in the parent and (secondary) student portal. Due to the password policy change you will need to enter an individual e-mail address for each parent and secondary students. When logged into the parent /student portal anyone can update their e-mail address. Please be sure that the e-mail addresses are not shared by the family, mom, dad and student or the password reset function will not be able to authenticate the user and will not be able to reset the password.

Family

Messages >

Household Information >

Family Members >

Calendar >

Fees >

User Account

Account Management >

Contact Preferences

Access Log >

Message Contact Preferences

Successfully saved contact information.

Email Address:

Secondary Email Address:


Instructions:

For each type of message (Emergency, Attendance, Behavior, General Notification, Priority Notification) you may select to receive a message on more than one device.

To change or add a phone number you will need to contact your school's administrative offices.

Please check the Text(SMS) check box if you would like to receive text messages sent by the school.

- If Text(SMS) support is enabled message and data rates may apply. Charges are dependent on your carrier and receive these text (SMS) messages.
- To opt out/uncheck this box (SMS) see anytime.
- For support contact your district.



2.) Once the parents click on the orange arrow, the options for Parent Portal Help will appear. At this point the parent can choose whichever information they need to obtain by clicking on [HERE](#).


2007.09.16

PORTAL HELP

Click on a link below for more information

- **Campus Portal Activation Key** - If you did not receive or lost your portal activation key, click [HERE](#).
- **Forgot your User ID or Password?** - Click [HERE](#).
- **Account Locked** - Click [HERE](#).
- **Computer Browser Requirements**
- **Portal Login Instructions**
- **FAQs**
- **Parent Portal Access/User Expectations Agreement**

If you still experience issues with the Portal that are not covered by any of the above links, contact the Central Bucks IT Department at: parentportal@cbsd.org.



3.) The next screen is the CB parent portal request form. Each parent **MUST** fill out this form in order for the IT dept. to e-mail them their username/password or the activation key. Once the parent fills in the form with the information that pertains to their household, they need to click submit. We do have a notice that it can take up to 5 days for a reply. Please inform parent that replies from parent portal can sometimes end up in their spam folder, so if they have not heard back from us, please check there before submitting an additional request.

Parent Portal Online Request Form

Use this form if:

- You have not received or lost your parent portal activation key.
- Your user account is locked.
- You have forgotten your username and/or password
- Your have login problems.
- You have questions about Parent Portal.

Important Note: All correspondence and information will be provided through email. If you would prefer not having this information sent through email, please go to your child's school office for assistance. Thank you.

Parent Portal Online Request Form

Parent/Guardian Name:

When a parent has more than one child in the district they need to click on Select Student.

Campus Portal

SELECT A STUDENT

- Luna Smith
- Star Smith

Welcome Suzy Smith

Sign Out

Infinite Campus

If you would like to provide the parent/guardian their activation key, please make sure that you do and “All People” search in campus and on Mom, Dad or the students Guardians (**NOT** the student!!) you can either print out the demographic screen page, which will have the 32 digit GUID # or copy and paste the GUID # into an e-mail and send to the parents. Each parent/guardian has an individual GUID # and access to create their own individual account.

We do have a parent portal demo account, so if you would like to see what the parents experience when accessing the parent portal, you can login with the username=portaldemo and the password=parent to access the parent portal demo account.