



# LINCOLN COUNTY SCHOOLS

Dr. Jeff Carney, Superintendent of Schools

## Quick Start Guide to Infinite Campus Parent Portal

### **Overview of Parent Portal**

The Lincoln County Board of Education is pleased to provide parents with a secure electronic interface to access academic information on their children.

Information is accessible to parents in real-time. As soon as an assignment is entered by a teacher, that assignment appears on Infinite Campus Portal.

Grading assignments is a time-consuming task. Please allow teachers one week to enter assignment grades into Infinite Campus. Certain long-term projects and extended writing assignments may require additional time for grading.

### **Creating a Parent Portal Account**

- Go to **school web page** –
  - lces.lincolncountyschools.org
  - lcms.lincolncountyschools.org
  - lchs.lincolncountyschools.org
- Select **Parent Portal** on the left side of page.
- Select the **Purple** link for activation code.
- Enter the **SS#** and **date of birth** for any child that you have enrolled in the school system and submit.
- You will need to write down **your** activation code \_\_\_\_\_
- Continue to Parent Portal.
- Select the **click here** link from the prompt at the **top** of the page (First Time using Campus Portal?).
- There is no letter “O” in the code – it is the number 0.
- After you enter your code correctly, you will be prompted to create a user name and password.
- Go to **Parent Portal** and log on with user name and password you just created.
- To choose **student**, click on **Switch Student** at the **top** of the screen.
- To view **grades**, click on **schedule** and then click on the **name** of the class.