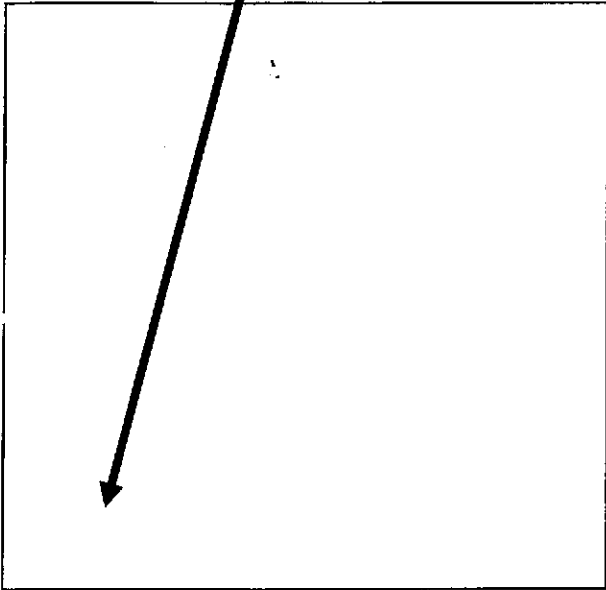
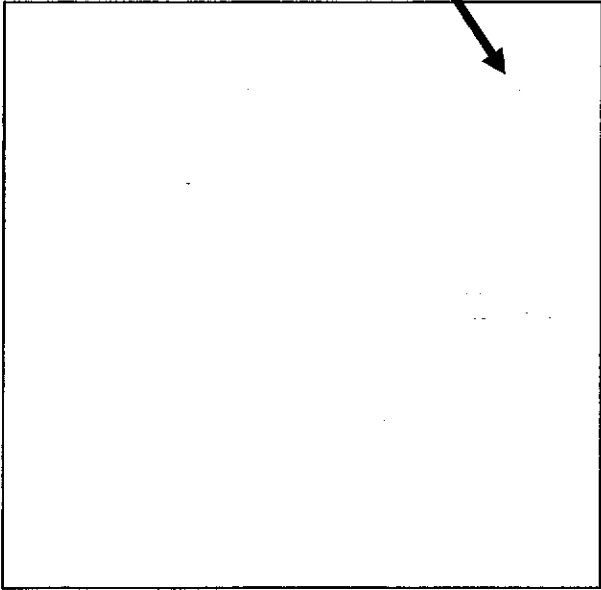


STEP-BY-STEP INSTRUCTIONS ON SETTING UP PARENT PORTAL FOR THE FIRST TIME

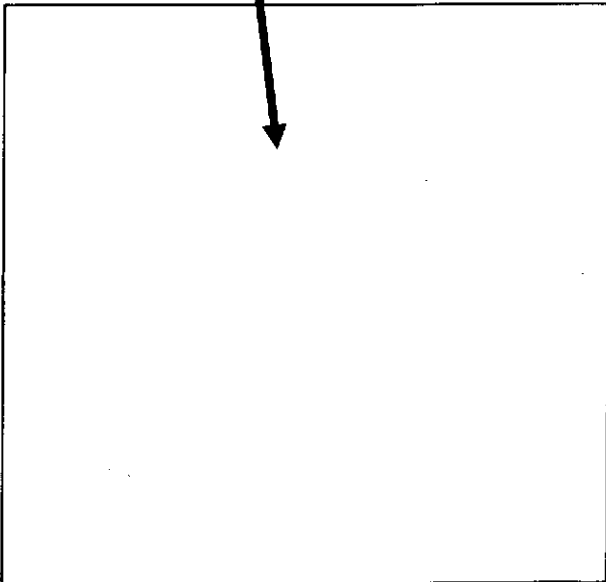
Step 1 Go to the Douglas County School District Website @ www.dcsdk12.org and click on Parent Portal on the side menu.



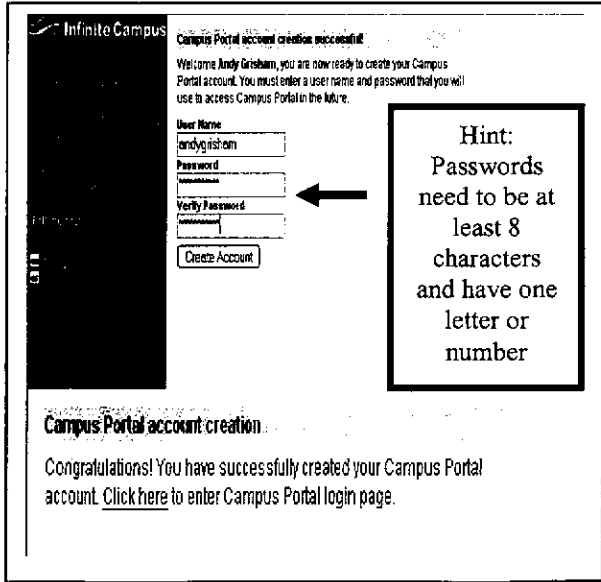
Step 2 Click on the top line where it says “if you have been assigned a Campus Portal Activation Key” [click here](#)



Step 3 Type the GUID (32 characters) located on the bottom left of the **Parent Portal Access and Use Form**. Type it into the Activation Key area. Click “SUBMIT”.



Step 4 Your screen should look like this. Follow the prompts. You have successfully created your Campus Portal account! Click the “Create Account” button.



Hint:
Passwords need to be at least 8 characters and have one letter or number

Campus Portal account creation successful!
Welcome Andy Grisham, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

User Name
andygrisham
Password
Verify Password
Create Account

Campus Portal account creation
Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page.