

Activating Your Campus Portal Account

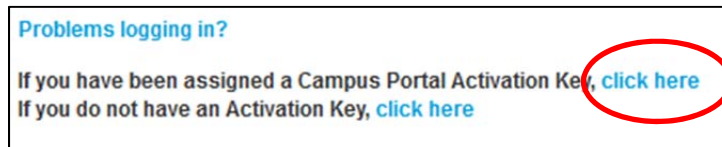
1. Be sure you are connected to the Internet. Open your web browser and navigate to:
<http://www.hilton.k12.ny.us/infinite-campus.htm>.

2. Click on the link **Parent and Student Campus Portal Login**.

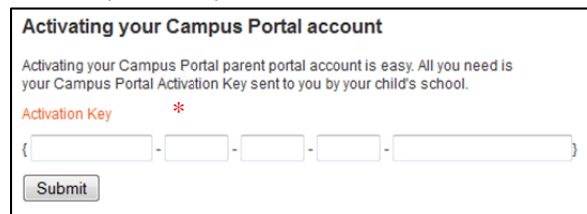
3. Click **HELP** located toward the right hand side of the page.



4. Clicking **HELP** opens more options. Under the heading, **Problems logging in?**, select the “**click here**” link after the phrase, **If you have been assigned a Campus Portal Activation Key**.

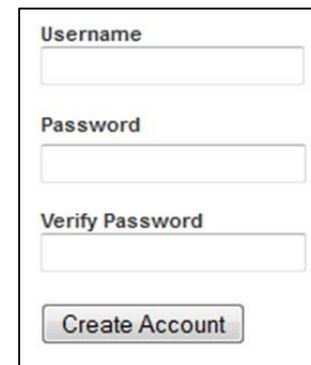


5. Enter your 32 character Activation Key. When you are done, click **Submit**.

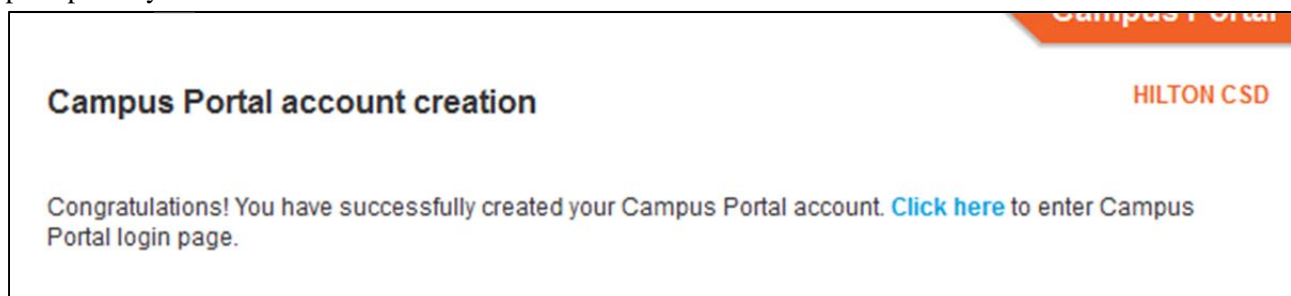
A screenshot of a form titled "Activating your Campus Portal account". The text says: "Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school." Below this is a label "Activation Key" with a red asterisk. There is a text input field with a placeholder showing a 32-character key in five segments separated by dashes: { [] - [] - [] - [] - [] }. Below the input field is a "Submit" button.

6. If you have entered your Activation Key correctly, you will see the screen below. Now you are ready to create your login.

- a. Create a username
- b. Create a strong password. The district enforces the use of strong passwords. The password you create must be at least **eight characters** long and contain at least **three** of the following:
 - i. A capital letter (A,B,C)
 - ii. A lowercase letter (a,b,c)
 - iii. A number (1,2,3)
 - iv. A symbol (%,#,&)
- c. Verify your new password by re-entering it.
- d. Click **Create Account**

A screenshot of a form for creating an account. It has three input fields: "Username", "Password", and "Verify Password". Below the fields is a "Create Account" button.

7. When you have successfully created your Campus Portal account, you will see the screen below. Use the **Click here** link to go to the Campus Portal login page. If the account creation was unsuccessful, please follow the prompts on your screen.



8. To login to the Campus Portal, enter your username and password into the appropriate fields and click **Log In**.