



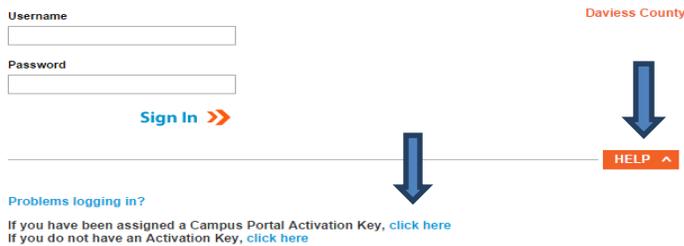
Dear _____:

Welcome to the Daviness County Public Schools!

You are listed in our Student Information System as a primary guardian of _____ in the Daviness County Public Schools. Our goal is to provide information about your electronic access to important student data via the DCPS parent /student portal.

*** IMPORTANT NOTE – This letter contains specific information for guardians ***
*** Please keep it in a confidential and safe place! ***

The parent/student portal website will allow users to have “real-time” access to information related to your student or students through one login. With any Internet browser, simply go to <http://portal.dcps.org> . To get started, click the red



box HELP. [Tell me more!](#)

Click on the blue words [click here](#) at the end of “If you have been assigned a Campus Portal Activation Key”. Each guardian/student will be supplied a 32-digit unique first-time login ID (see below). This ID will need to be typed in correctly. A student’s ID provides access to only that student’s information, a guardian’s ID provides access to all students under that guardianship. **Your unique 32-digit guardian ID is**

00000000-0000-0000-0000-000000000000

Type in your unique ID into the boxes. See below:

Activating your Campus Portal account

Daviness County

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.

Activation Key

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Submit

Click on the “Submit” button after the 32 characters have been placed into the Activation Key area. If completed successfully, the screen below will appear. At this point, choose a unique username and password. The most effective usernames are set up using the firstname.lastname formula. For instance, Patrick Student would have a username of patrick.student . Passwords must be a “strong” password. The system will not accept a password until the progress bar reads 100% and turns green.

Campus Portal account creation successful!

Daviess County

Welcome **Kevin Roark**, 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.

Username

Password

100%

Verify Password

After you have successfully created an account, the following screen will appear:

Campus Portal account creation

Daviess County



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

Click on the blue words [click here](#) to enter the username and password you just created. ***Please remember your username and password! Three unsuccessful attempts will lock you out of the program.***

A detailed description on how to access all information within the portal and how to get the mobile device app can be found at: www.dcps.org . Click on Parents > Portal/Grades Online