

Creating Your Parent Portal Account

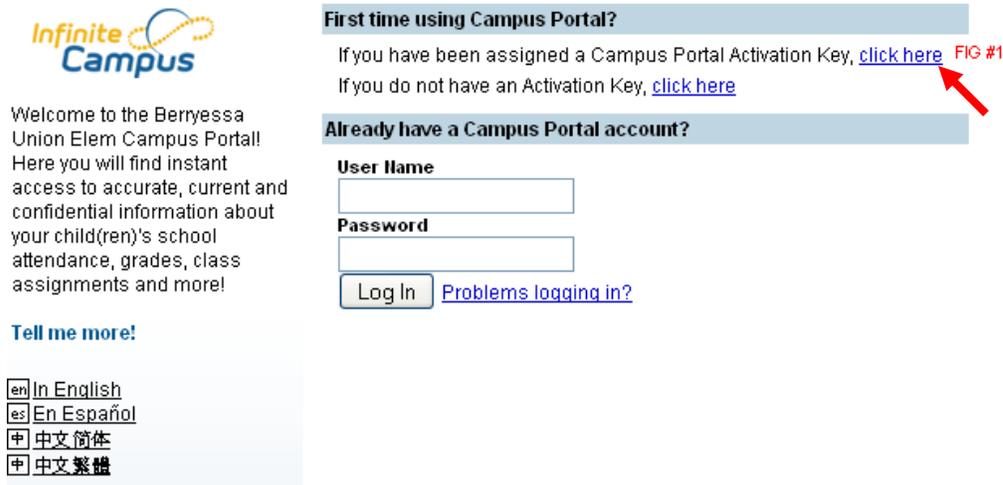
Go to the Berryessa Union School District Parent Portal Web Site:

<https://campus.berryessa.k12.ca.us/campus/portal/berryessa.jsp>

Campus Parent Portal may currently be viewed in English, Spanish, and Chinese. Please select the language you would like to view your student information in.



To create your account and password click the link for users who have been assigned an Activation Key (FIG #1).



Creating Your Parent Portal Account

Enter the “**Activation Key**” supplied by your students school and click “**Submit**” (FIG #2)

Infinite Campus

Welcome to the Berryessa Union Elem Campus Portal! Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!

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Activating your Campus Portal account

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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FIG #2

Create your User Name and Password. **Strong passwords are enforced.** Passwords must be:

- 1) At least 8 characters in length
- 2) Are case sensitive
- 3) Must contain letters, numbers and or special characters ~!@#\$\$%^&*()_+:"
- 4) Should not contain any part of your name or user name

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Campus Portal account creation successful!

Welcome **CHRIS MOSLEY**, 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

Password

Verify Password

Creating Your Parent Portal Account

Once you have created your user name, password and typed your password again to verify – select “Create Account”.

Campus Portal account creation

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

You will receive a notice stating your account has been created. You may then click the link back to the Campus Portal where you will log in using your newly created User Name and Password.

Once logged in click on “Change Contact Info” and add your current email address. This will enable you to contact and receive emails from your students school, district and teacher(s).

The screenshot shows a user interface for a parent portal. On the left is a navigation menu with options like Calendar, user profiles (Smith, Judy KN; Smith, Jo 07), SCHOOL (Schedule, Attendance, Health, Assessment, Fees, Reports), View Access Log, Change Account Info, Change Contact Info, Log Off, and language options (In English, En Español, 简体中文, 繁體中文). The main content area is titled 'Change Contact Info' and includes an 'Email Address' field with the value 'Myemailaddress@email.com', an 'Instructions' section, an 'Email' field with the same value, a 'Preferred Language' dropdown menu set to 'US English', and a 'Save' button.

Setting your email account will also enable the system to email your password to you should you forget it.

The diagram shows a login form with fields for 'User Name' and 'Password', a 'Log In' button, and a link for 'Problems logging in?'. A red arrow points from the 'Problems logging in?' link to an 'Email Address' field. Below the 'Email Address' field is a 'Send Reminder' button. A second red arrow points from the 'Send Reminder' button back to the 'Email Address' field. The text 'Click and add email address' is positioned between the two arrows.