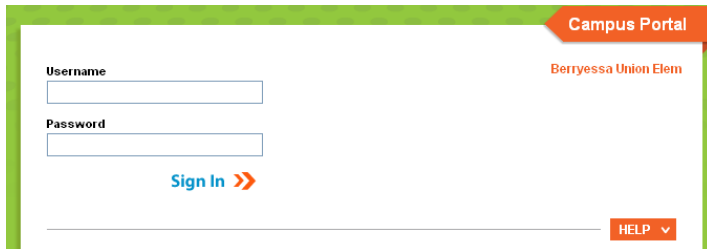


# Activating Your Parent Portal Account

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

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



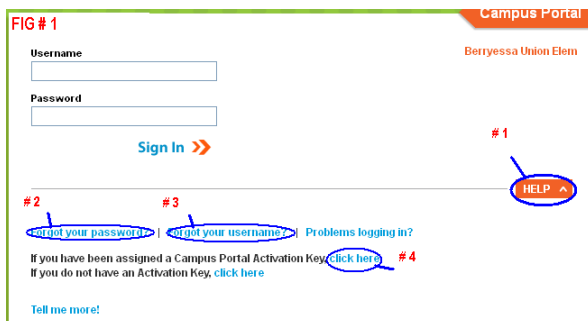
The Campus Parent Portal may currently be viewed in English, Spanish, and Chinese. To select a language other than English, please scroll to the bottom of the login screen and select the language you would like to view your student information in.



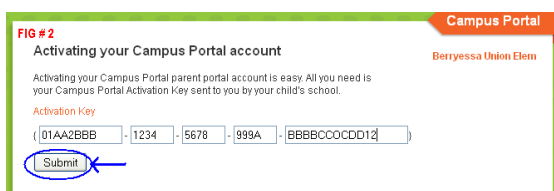
## Creating Your Portal Account

To create your **"Parent Portal"** account you will need an **"Activation Key"**. To receive an activation key you must go to your student's school office, show your photo ID and fill out a **"Parent Portal Permission Form"**.

Once you receive your Activation Key and would like to create your account and password, click the "Help" button (FIG #1 - 1). This will open a drop down window with links for users who have forgotten their password (#2), username (#3), or have been assigned an Activation Key (#4).



Select **"If you have been assigned a Campus Portal Activation Key click here"** (FIG 1 - #4). This will take you to another window where you will enter your **"Activation Key"** supplied by your student's school and click on the **"Submit"** button.



# Activating Your Parent Portal Account

When creating your Password, please remember "**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

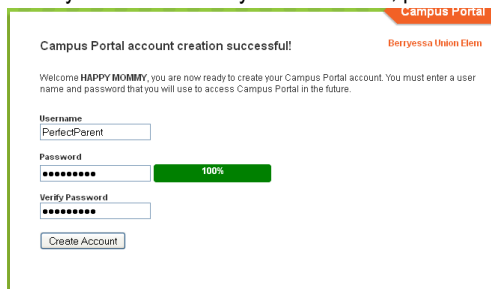
## Suggestions for Creating a Strong Password

Complex, tricky passwords are not always strong passwords and can be difficult to remember. For example, **TheBr0wnC@t** is a stronger password than **!@#\$\$%&()** because TheBr0wnC@t uses a combination of character types and is long, whereas !@#\$\$%&() uses only symbols and is short. A computer program can crack !@#\$\$%^&() easier than it can crack TheBr0wnC@t.

When creating a password, consider the following:

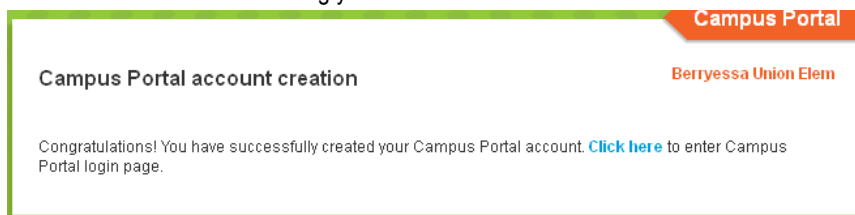
- **Content** - Use a short two or three word sentence as your password.
- **Length** - Make your passwords long (8-10 characters is usually sufficient).
- **Combination** - Include letters, punctuation, symbols and numbers.
- **Uniqueness** - Do not use your username or words found in the dictionary.

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



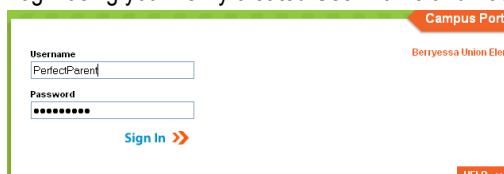
The screenshot shows a web page titled "Campus Portal" with a sub-header "Berryessa Union Elem". The main heading is "Campus Portal account creation successful!". Below this, a message reads: "Welcome **HAPPY MOMMY**, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future." There are three input fields: "Username" with the value "PerfectParent", "Password" with a green progress bar at 100%, and "Verify Password" with a masked password. A "Create Account" button is at the bottom.

You will receive the notice stating your account has been created. Click the link back to the Campus Portal login page.



The screenshot shows a web page titled "Campus Portal" with a sub-header "Berryessa Union Elem". The main heading is "Campus Portal account creation". The text reads: "Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page."

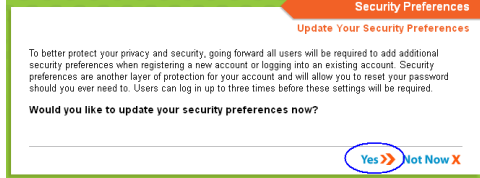
Login using your newly created User Name and Password.



The screenshot shows a web page titled "Campus Portal" with a sub-header "Berryessa Union Elem". There are two input fields: "Username" with the value "PerfectParent" and "Password" with a masked password. A "Sign In >>" button is below the fields. At the bottom right, there is a "HELP" link with a dropdown arrow.

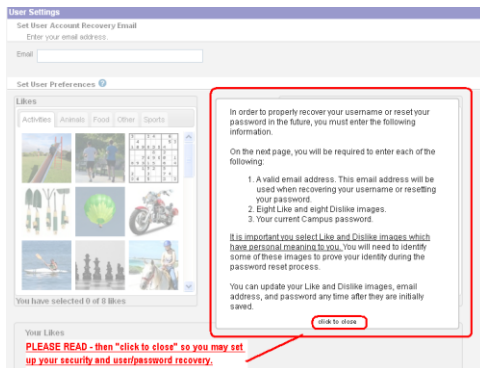
# Activating Your Parent Portal Account

If this is your first time logging in or you have not set up your security preferences and password recovery you will be directed to the next screen.

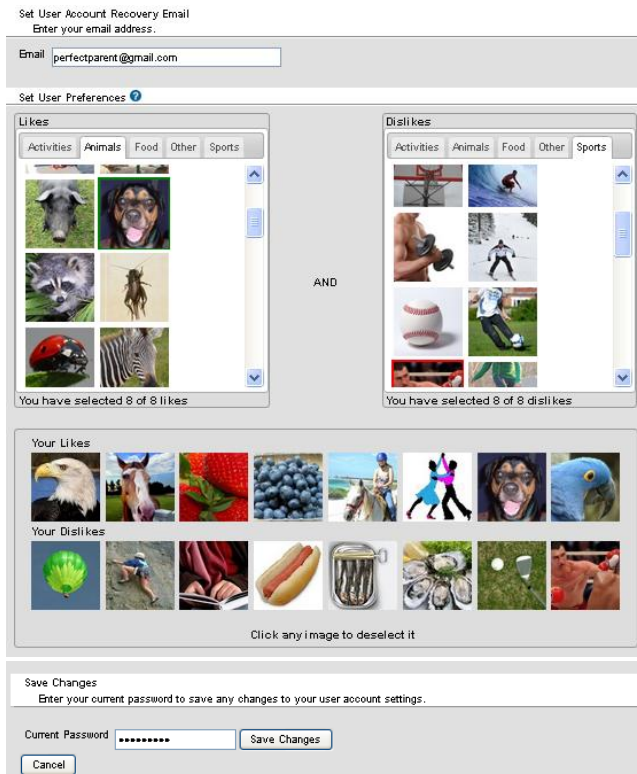


Select "Yes"

A new window will open with a message about username/password recovery – Please read the message then select the "Click to Close" button so you may continue onto the security and user/password recovery set up.



Enter your **email address**, select 8 likes and 8 dislikes, enter your password at the bottom of the page and select "Save Changes"



Once you have set up your account all your students will be attached to this account even if they are at multiple BUSD schools.