



Creating a Parent Portal Account Through Email

Date: September 1, 2020

Is Your Parent Portal Account Activated? Stay engaged in your child's education by setting up and signing into the Columbus City Schools Parent Portal. Through the Parent Portal, you'll be able to securely access valuable information on your student(s):

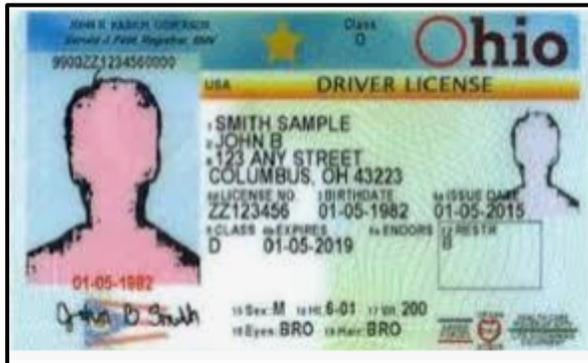
- Teacher Contact
- Grades and Course Schedules
- Daily Attendance
- Missed Assignments
- Paperless Applications for: School Choice, Summer School, and Career Tech
- Update Contact Information
- Pay Fees

Columbus City Schools can help you create your Parent Portal account if you send us an email with the following information:

Just a Reminder! The Parent and Student Portals can be an app on your phone! Infinite Campus has upgraded their app to a more intuitive and user-friendly experience and is designed to be responsive for use on computers or mobile devices.

Step 1: Snap a picture of your Photo I.D.

This allows us to verify your identity as the parent or guardian of your student.



Step 2: Create an email that includes your Photo I.D. picture and the Full Name of your Student(s) and their Date of Birth requesting access to your account.

Step 3: Send the email to our Parent Portal Access address.

Send the email with all of this information to:

parentportalaccess@columbus.k12.oh.us

We will send you a document with the activation code you need, as well as instructions on how to log in to the Parent Portal.