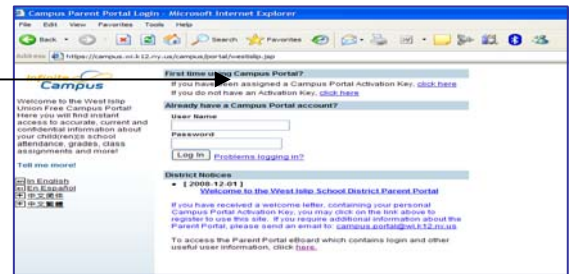


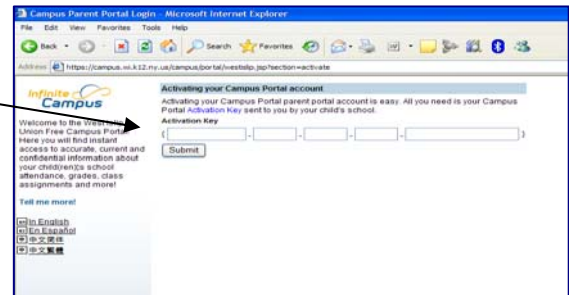
# How to Create an Account on the Parent Portal

Portal access is available from the Parent Portal link on the District home page at [www.wi.k12.ny.us](http://www.wi.k12.ny.us)  
**You will need your Parent Portal Activation Key before completing the following steps.**

- From the Portal main page, click on the link:  
 If you have been assigned a Campus Portal Activation Key, [click here](#)

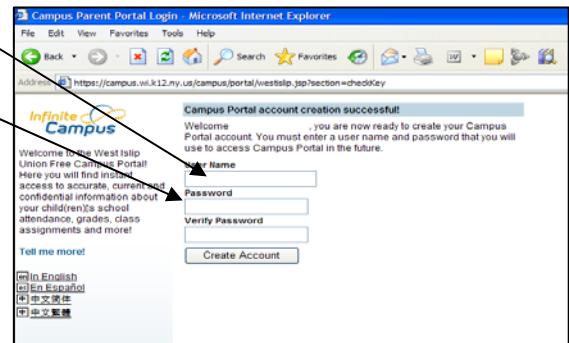


- Enter the 32 digit Activation Key here.

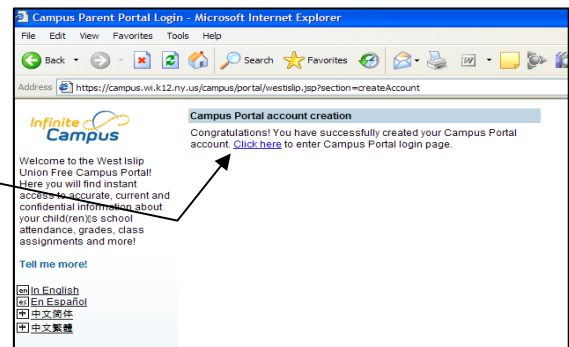


- You are now ready to create your Campus Portal account.

- Enter a **User Name** - User Names may not include *numbers*.
- Enter a **Password** - Passwords must include alpha and numeric characters, and be at least 8 characters in length.
- Enter the Password again
- User names and passwords are *case sensitive*.
- Please record information in a place where it will be kept private and safe
- Click on **Create Account**



- After selecting Create Account, you will see that your Campus Portal account was created successfully. Select [Click here](#) and you will be brought back to the Campus Portal login page.



- Once at the main login page, you must enter your new user name and password to access the Parent Portal.
  - Your user account will be locked after three *unsuccessful attempts to enter your password*.
  - If you do not remember your password, experience problems logging in, or your account is locked, please contact the Parent Portal Help Desk at [campus.portal@wi.k12.ny.us](mailto:campus.portal@wi.k12.ny.us)

