



Parent Portal Office Procedures for Issuing Parent GUID Number



Step 1: Parent Identification

1. The parent/guardian must present their photo id in person to the school.

Step 2: School Staff to Print GUID Number :

Print Person Summary Report of the Parent's Demographics Page Within Infinite Campus:

1. Go to **Search/All People**
2. Do an All People Search for the Parent by entering their last, first name.
3. Select the Parent.
4. Print the Person Summary Report
7. Give the report and instruction document "Parent Portal and Go Mobile for Parents and Students."