



Instructions for setting up your
Portal account:

1. Logon to the [Robert J. Burch Elementary School](#) website.
2. Click the Infinite Campus button on the website homepage.
3. Click "If you do not have an activation key, click here."
4. Click "Click here to request activation key."
5. Enter your student's student number (this number will be provided in a letter sent home with progress reports November 17th) and enter his/her birth date. Click "Submit"
6. Write down your unique GUID:

_____ - _____ - _____ - _____ - _____
7. Click "Parent Portal".
8. Click "If you have been assigned a Campus Portal Activation Key, click here".
9. Enter your activation key (GUID you wrote above). "Click Submit"
10. Enter a User Name of your choice and enter and confirm a password of your choice. Click "Create Account".
11. Click "Click here to enter Campus Portal Login Page."
12. Enter your User Name and Password. Click "Log In".
13. Congratulations on setting up your parent portal account! You will only need to do this once for one of your children, as all of your children in the Fayette County School System will be accessible in your portal.