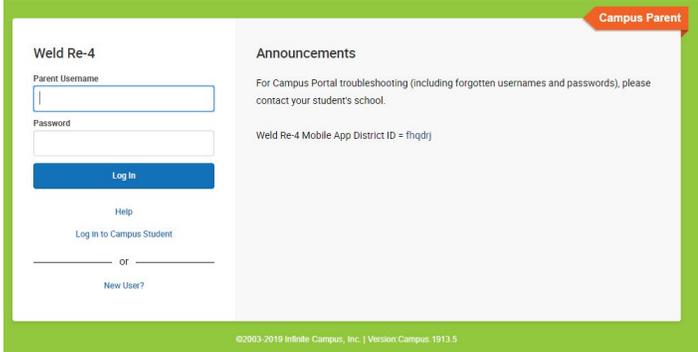


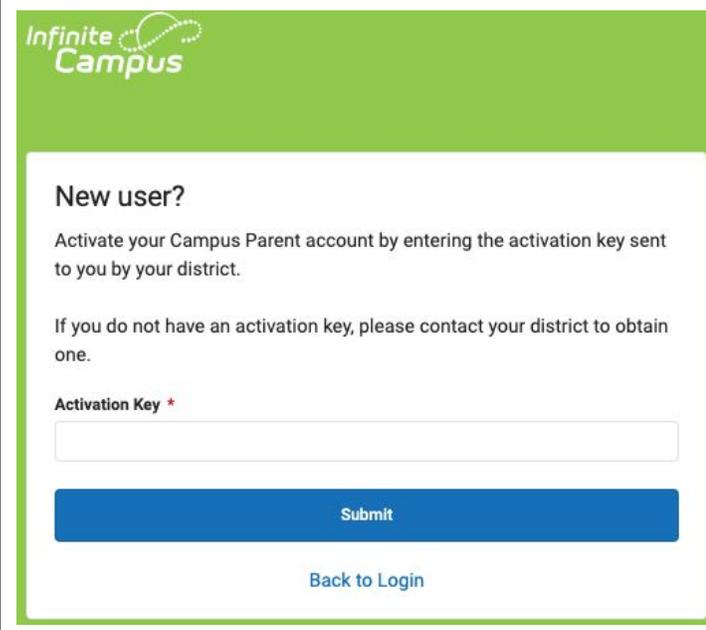
Creating a Campus Portal Parent Account



The Campus Portal provides parents/guardians and students access to student information and school communications. **Please visit your school office to receive the *Campus Portal Activation Key* that will allow you to create a Campus Portal Parent account***. To comply with Federal Privacy laws, you may be asked to present identification before receiving the *Activation Key*.

*Note: If you already have an account, an activation key is not necessary. The Activation Key is only needed the first time the user accesses the Campus Portal. During the account creation process, the user will be required to establish a username and password for subsequent logins.

	<h3>Access the Campus Portal Web Site</h3> <p>Step 1: Type this URL into your browser address bar: https://campus.weldre4.org/campus/portal/parents/windsor.jsp</p>
 <p>The screenshot shows the login page for Weld Re-4. It includes a "Parent Username" field, a "Password" field, and a "Log In" button. There are also links for "Help", "Log in to Campus Student", and "New User?". An "Announcements" section is visible on the right, with a note about troubleshooting and a mobile app district ID.</p>	<h3>First Time Account Creation</h3> <p>Step 2: Click on “New User”</p>



Enter Your Activation Key

Step 3: Enter the **Activation Key** the school has assigned you. *(Once the Activation Key has been used to create an account, it cannot be used again.)*

Step 4: Click the **Submit** button. The Activation Key will be verified, and when approved, a screen will prompt the user to create a username and password.



Once your account has been created, you may wish to store your password in a secure location.

Username and Password Creation

Step 5: Enter a **Username**. Use an alphanumeric (both letters and numbers) username.

Step 6: Enter a **Password**. Use an alphanumeric password. Passwords should be at least 6 characters long and it must meet three of the four qualifications:

- A lowercase letter (a - z)
- An uppercase letter (A - Z)
- A number (0 - 9)
- A symbol (@, %, &, etc.)

Step 7: Re-enter the password in the **Verify Password field**.

Step 8: Click the **Create Account** button. This action will create the username and password. The username and password will be verified, and upon approval, the portal account will be created.

	<p>Success!</p> <p>Use the <i>Click Here</i> link on the account creation page to enter the username and password to access the Portal information.</p> <p>Enter the Username and Password you created.</p> <p>Click Sign In</p>
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Schools create households to which the student belongs, depending on the information provided about parent and guardian rights, living arrangements, etc. Parents and guardians will only have access to the students which they have been given permission, to ensure student privacy. Students who have access to the Portal only have access to view their own data. For this reason, we strongly discourage sharing of usernames/passwords.

Accessibility to various modules within the Campus Portal is determined by the school. Therefore, access for one school or building may vary from access for another school. Some tabs and features may not be available for some users.

The Portal is also available as an app for Android, iPhones, iPads and tablet devices. Log into your Campus Portal Parent Account to find instructions on how to download the app and configure the appropriate settings.