

Accessing Parent Portal

In order to access Parent Portal, you need to have a 32-digit Activation Key. To obtain your key (or if you misplaced yours), you will need to apply online on the CBSD webpage (please see the diagram on following pages for instructions). Unami's office cannot give you this number.

Problems with Parent Portal can only be addressed via the online help form that goes to our IT department or by emailing: parentportal@cbsd.org. The school's office is unable to assist with technical problems. You may access the help form directly by [clicking here](#).

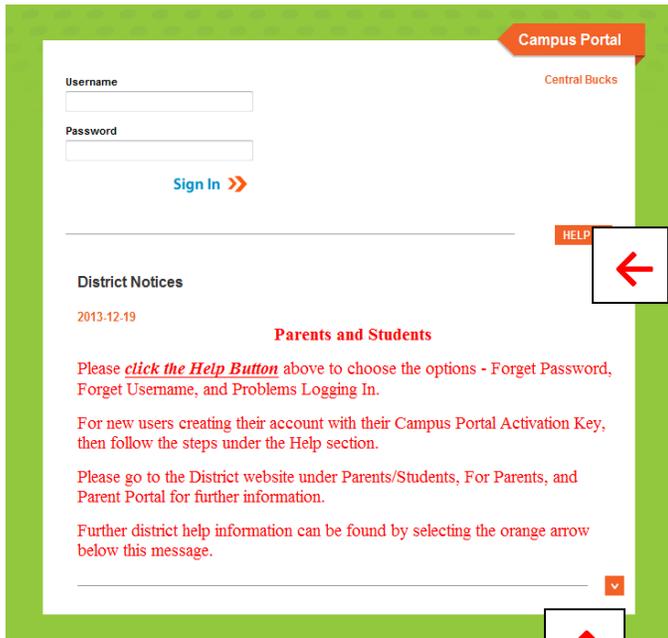
Central Bucks Parent Portal Log in Issues

1 - Go to the CBSD Home Page and click on the globe in the upper right corner.

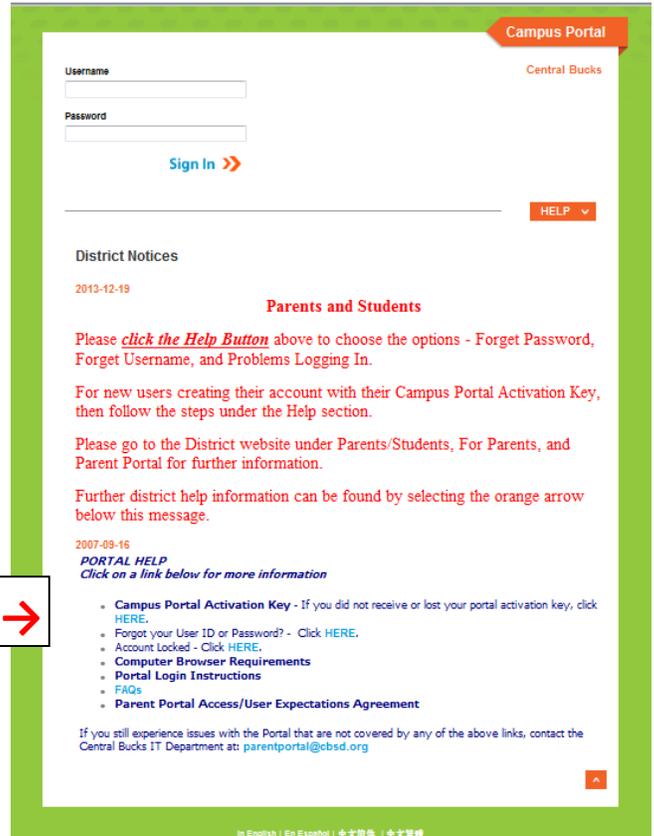


2 - The screen below will appear.

- If you have received an activation code, Click on **"HELP"** to enter it.
- Other issues - Click on the bottom arrow



3 - The screen will extend and show **Portal Help**. Click on anywhere it says **"HERE"**.



4 - Fill out the Parent Portal Online Request Form. The phone number must be entered exactly as shown.

Parent Portal Online Request Form

Requestor: Parent Student

Parent/Guardian Name:

Household Address: (Street)
 (PO Box or Apt. No.)
 (City)

Home Phone: Area Code

E-Mail Address:

Day Time Phone Number: Area Code

Child(ren) First Name Only	School	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Check all that apply:

- Did not receive or lost activation key
- User account locked
- Forgot Username and/or Password
- Questions about Parent Portal
- Login problems

If you still experience issues with the Portal that are not covered by any of the above links, contact the Central Bucks IT Department at: parentportal@cbsd.org

Infinite Campus –Setting your Password Reset and Username Recovery Preferences

Effective **12/9/2013**, Password reset functionality will be enabled on the portal. When users login to the portal, they will be prompted with the following message:



It is important that you complete these Security Preferences for your account.

These preferences can be changed at any time through the User Account Management section.

Those preferences include:

- Changing your Account Password
- Setting your Password Recovery Email
- Setting User Preferences

Once these options are set, if you forget your password, you can use the "Forgot my password" link under HELP on the portal login screen. An email with a unique link will be sent to your email address.

