



# Callaway High School

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March 6, 2019

Dear Parents,

We have great news! Long registration lines are a thing of the past! Troup County Schools is moving to all on-line registration! This means you can register all your students at the same time and only enter your information once!

Important information about on-line registration:

- **Parents must have an Infinite Campus Parent Portal Login in order to register.**
- **Instructions for accessing portal are enclosed on the back of this letter.**
- **If registering using your cellular device you will need to download the Infinite Campus App.**
- **Log into Infinite Campus parent portal and click the Online Registration link to begin. Link will be available after March 11, 2019.**
- **On-line registration begins: March 11, 2019**
- **On-line registration ends: May 10, 2019**

If you need assistance with the process Callaway High Staff will be happy to assist during the following times.

- March 11 9:00 AM – 11:00 AM
- March 13 3:30 PM – 5:30 PM
- March 15 8:30 AM – 3:30 PM
- March 19 9:00 AM – 11:00 AM
- March 21 3:30 PM – 5:30 PM
- March 25 9:00 AM – 11:00 AM
- March 27 3:30 PM – 5:30 PM
- For additional times please call the school for an appointment.

## **Instructions for Accessing the Parent Portal**

1. Type in the link below to create your account.

<https://www.troup.org>

2. Look at the very top of the page. Select on Infinite Campus and then Parent/Student Portal.

3. Select “new user”

4. Select “**Here**” to activate your Portal Account.

5. Enter the last 4 of your child’s social and their birthday. (xx/xx/xxxx)

6. Please read the User Agreement, select “I accept” and Submit.

7. Write down your Activation key. Select the box that says “Manually Enter Activation key”

8. Enter your Activation key.

9. Create your username and password.

10. Select “Create Account”.

Success!! You are now set up for the Parent Portal.