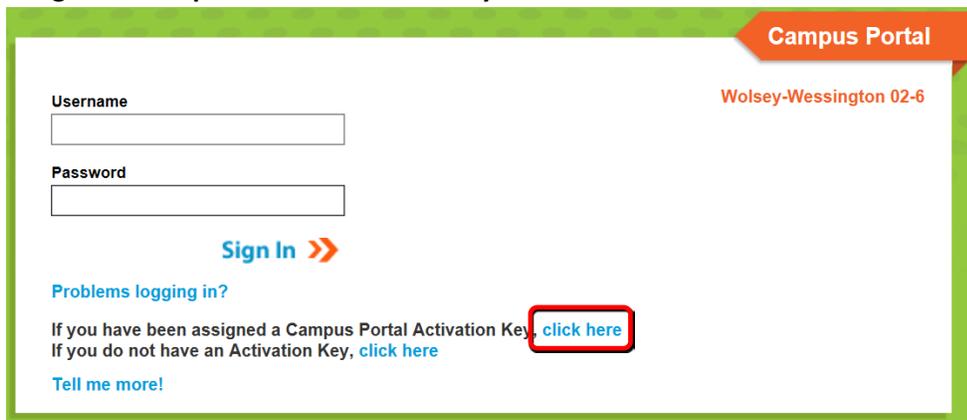


Activating Your Campus Portal Account

1. Be sure you are connected to the Internet. Open your web browser and navigate to <http://www.wolsey-wessington.k12.sd.us>
2. Click on **Parent Portal** under the Parents tab.



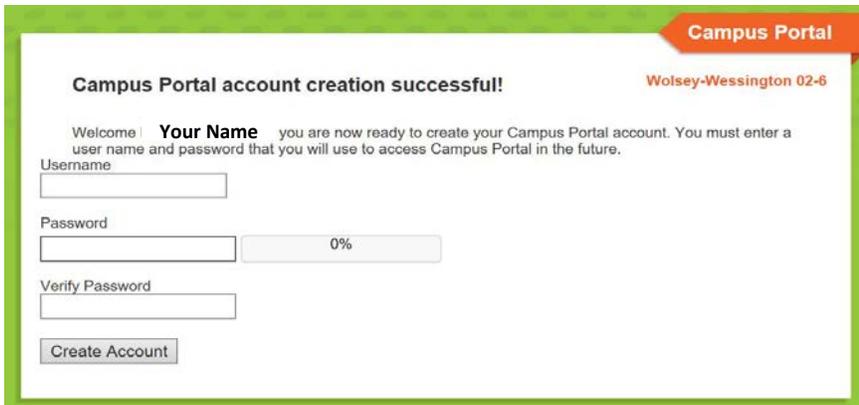
3. Under the heading, **Problems logging in?**, select the “click here” link after the phrase, **If you have been assigned a Campus Portal Activation Key.**



4. Enter your 32 character Activation Key. When you are done, click **Submit**.



5. If you have entered your Activation Key correctly, you will see the screen below. Now you are ready to create your login.

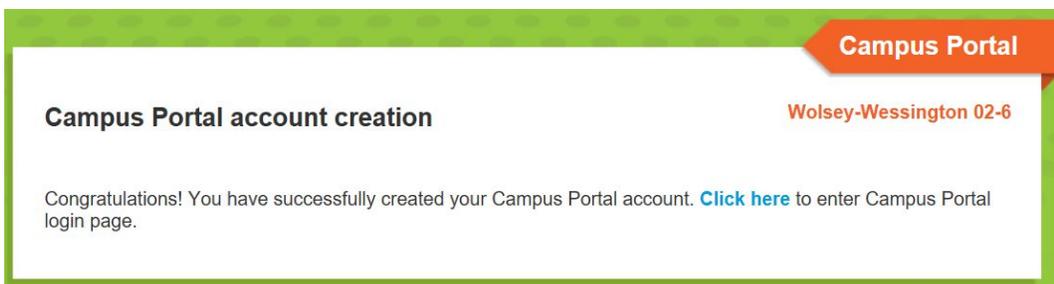


The screenshot shows a green-bordered box representing a web page. At the top right, there is an orange banner with the text "Campus Portal". Below this, the main heading is "Campus Portal account creation successful!" in bold. To the right of the heading is the text "Wolsey-Wessington 02-6". The main content area contains a welcome message: "Welcome! **Your Name** you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future." Below the message are three input fields: "Username" (empty), "Password" (empty with a strength indicator showing "0%"), and "Verify Password" (empty). At the bottom left of the form is a "Create Account" button.

- a. Create a username
- b. Create a strong password. The district enforces the use of strong passwords. The password you create must be at least **eight characters** long and contain at least **three** of the following:
 - i. A capital letter (A,B,C)
 - ii. A lowercase letter (a,b,c)
 - iii. A number (1,2,3)
 - iv. A symbol (%,#,&)

- b. Verify your new password by re-entering it.
- c. Click **Create Account**

6. When you have successfully created your Campus Portal account, you will see the screen below. Use the **Click here** link to go the Campus Portal login page. If the account creation was unsuccessful, please follow the prompts onscreen.



The screenshot shows a green-bordered box representing a web page. At the top right, there is an orange banner with the text "Campus Portal". Below this, the main heading is "Campus Portal account creation" in bold. To the right of the heading is the text "Wolsey-Wessington 02-6". The main content area contains a congratulatory message: "Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page."

7. To login to the Campus Portal, enter your username and password into the appropriate fields and click **Log In**.