



# CLAIM YOUR PARENT ACCOUNT STEP-BY-STEP GUIDE

1

Visit <https://portalaccess.ncsis.gov/>, select "Union County Public Schools", and provide the necessary information. The "Student ID Number" is the same number students had in PowerSchool. Families who requested a preferred name last year in PowerSchool may need to use that for "First Name".

**NCSIS Parent Portal Activation Code Lookup**  
North Carolina Department of Public Instruction

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**About Your Student**  
Please complete the form below with information about your student. If you have multiple students in a district or charter, you may need to complete this process for each student.

School District/Charter School: Union County Public Schools

Student ID Number

First Name

Last Name

Date of Birth

**Find Student**

2

Select whichever guardian option applies to you.

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**Select Parent/Guardian**  
Please select the parent/guardian to set up using the list below. If the data listed below is inaccurate or missing, please contact Benjamin's school and try again.

☐ Chr\*\*\*\*\* Con\*\*\* (Father)

☐ Lau\*\* Con\*\*\* (Mother)

Step 3 of 6

3

Choose how to receive a verification code.

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**Select Verification Method**  
Please select a method to verify your identity. If the data listed below is inaccurate or missing, please contact Benjamin's school and try again.

☐ Via Email: chr\*\*\*\*\*@ucp\*\*\*\*\*

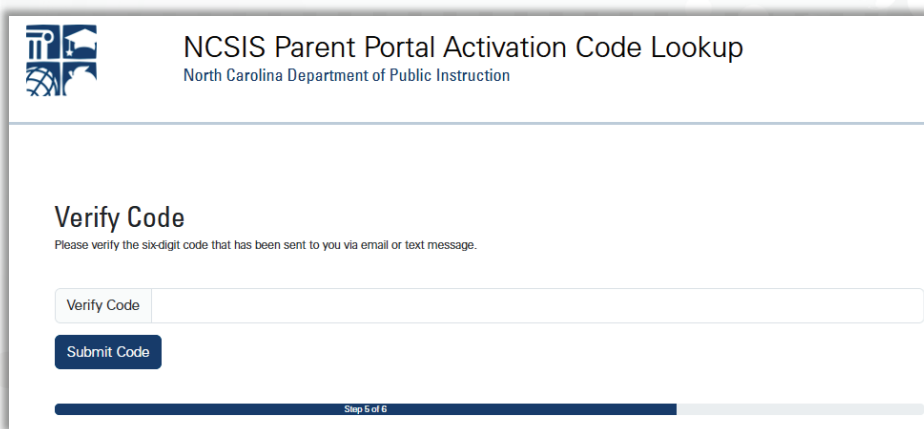
☒ Via text message to the telephone number ending in: 7888

Step 4 of 6

# CLAIM YOUR PARENT ACCOUNT **STEP-BY-STEP GUIDE**

## 4

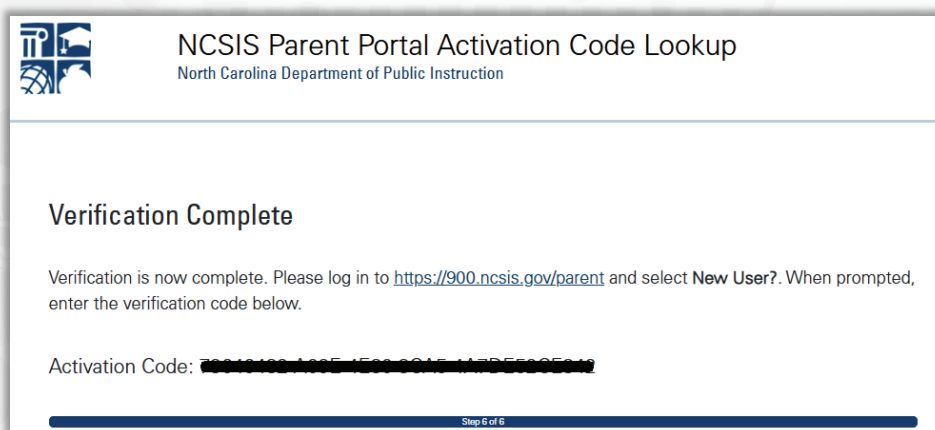
Input the verification code you received.



The screenshot shows the 'NCSIS Parent Portal Activation Code Lookup' page from the North Carolina Department of Public Instruction. It is at 'Step 5 of 6'. The page has a header with the NCSIS logo and title. Below the header, it says 'Verify Code' and 'Please verify the six-digit code that has been sent to you via email or text message.' There is a text input field labeled 'Verify Code' and a blue 'Submit Code' button. A progress bar at the bottom indicates 'Step 5 of 6'.

## 5

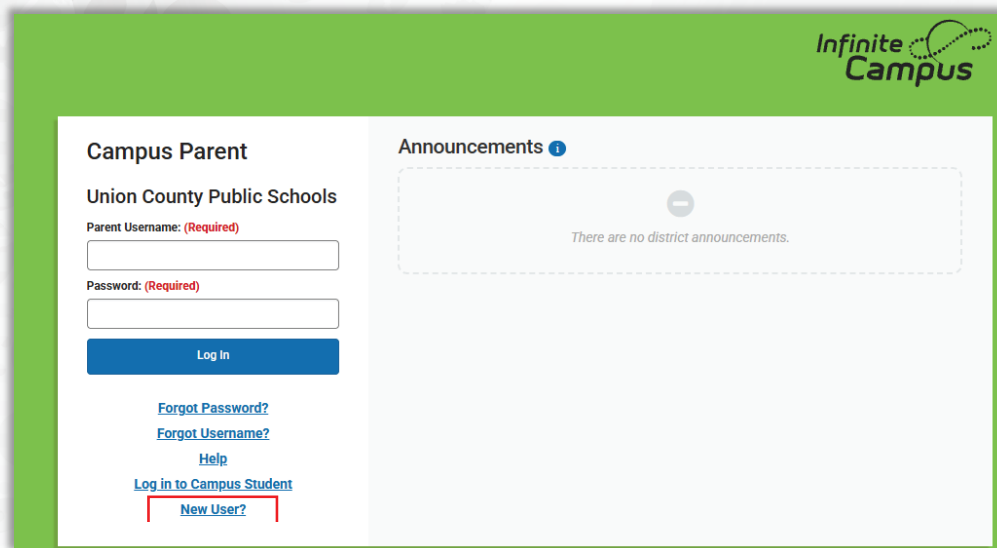
Copy the Activation Code provided and visit **<https://900.ncsis.gov/parent>**.



The screenshot shows the 'NCSIS Parent Portal Activation Code Lookup' page from the North Carolina Department of Public Instruction. It is at 'Step 6 of 6'. The page has a header with the NCSIS logo and title. Below the header, it says 'Verification Complete'. The text reads: 'Verification is now complete. Please log in to <https://900.ncsis.gov/parent> and select **New User?**. When prompted, enter the verification code below.' Below this, it says 'Activation Code: 20161021-1005-1500-0315-1005-0315'. A progress bar at the bottom indicates 'Step 6 of 6'.

## 6

Select the New User option at the bottom to begin the process of creating your Parent Portal account.



The screenshot shows the 'Infinite Campus' 'Campus Parent' login page for 'Union County Public Schools'. It has a green header with the 'Infinite Campus' logo. The main content area is divided into two columns. The left column contains the login form with fields for 'Parent Username: (Required)' and 'Password: (Required)', a blue 'Log In' button, and links for 'Forgot Password?', 'Forgot Username?', 'Help', 'Log in to Campus Student', and 'New User?'. The right column is titled 'Announcements' and shows a dashed box with a minus sign and the text 'There are no district announcements.'.

**STAY CONNECTED**



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