Campus Parent Portal Instructions

If you have not already received your Portal Activation Key, please email campussupport@hannasd.org and provide your name, email, and your student’s name, their Student ID and date of birth. The key will be emailed to you.

Once you have received your Activation ID, complete the steps below:

1. From an internet browser, go to http://campusportal.hannasd.org.

2. On the Login page, expand the Help option. Options for forgetting your password or other login problems will be displayed.

3. Select the If you have been assigned a Campus Portal Activation Key, click here option. An Activating your Campus Portal Account screen will be displayed.

4. Enter the Activation Key the district has assigned to you and click the Submit button.

Note: Once the Activation Key has been used to create a portal account, it cannot be used again.
5. The Activation Key will be verified, and when approved, a screen will prompt you to create a username and password. Make sure to follow these parameters when creating your username and password:

- Username may contain both letters and numbers
- Passwords should be at least 6 characters and contain letters and numbers.

Enter your username and password twice and click the **Create Account** button.

**NOTE:** If you are prompted to enter a New Security Account Email, re-enter your email address. An additional email address is NOT required.

If prompted to enter your password a second time, enter the same password you created in the steps above.

6. Your portal account has now been created. Click the **Click Here** link to login to the Campus portal.