

AREA TECHNOLOGY CENTER (ATC) PARENT PORTAL ACCESS INSTRUCTIONS

By logging into the ATC Parent Portal the user agrees to the Acceptable User Policy that can be found under the District Announcement section of the login screen

Step-by-Step Instruction for First Time Log-in

1. First time users will need to obtain a Campus Portal Activation Key (GUID) from the ATC office staff. Activation keys will only be given in person with a valid picture ID, or you can request to have the activation key sent home with the student. Activation keys will not be given by phone.
 - a. Attention ATC Office Staff: Activation key (GUID) numbers can be found by printing a Person Summary Report from Census > People record.
2. Log on to the Area Technology Center Infinite Campus Portal:
<https://icse.education.ky.gov/campus/portal/atc.jsp>
3. Click the “HELP” button on the right side of the login screen.

The screenshot shows the login interface for the ATC Parent Portal. At the top left is the Infinite Campus logo with the tagline 'Transforming K12 Education®'. The main content area is a white box containing a login form with 'Username' and 'Password' input fields, a 'Sign In >>' button, and a 'District Announcements' link. On the right side of the form, there is a 'Campus Portal' label, 'Kentucky Tech System' text, and a 'HELP' button with a dropdown arrow. An arrow points to the 'HELP' button.

4. Click on the link following the sentence “If you have been assigned a Campus Portal Activation Key, click here”.

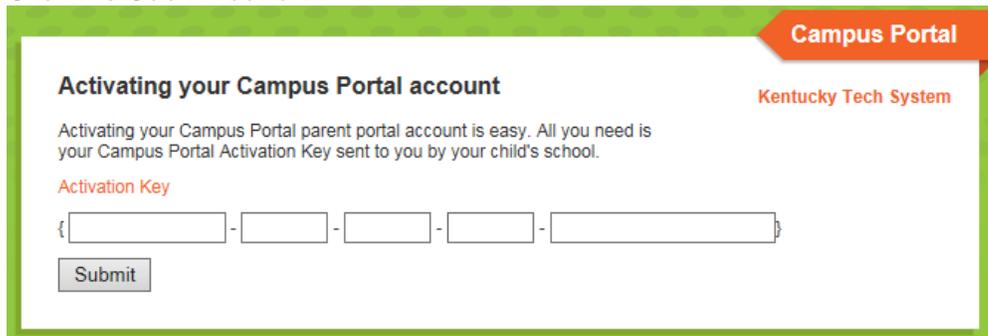


Problems logging in?

If you have been assigned a Campus Portal Activation Key, [click here](#)
If you do not have an Activation Key, [click here](#)

[Tell me more!](#)

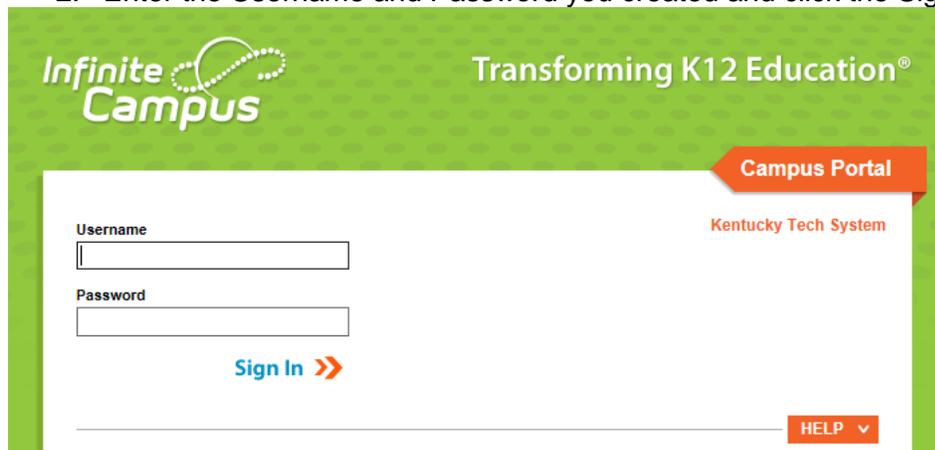
5. Enter the Portal Activation Key provided by the ATC.
6. Click the Submit button



7. You must now create a Username and Password.
 - a. Type your desired Username in the area indicated.
 - b. Type your desired Password in the area indicated. Passwords must be a minimum of 6 characters. Keep in mind that passwords are case sensitive.
 - c. Retype your Password.
 - d. Click on the Create Account button when you are finished.
8. NOTE: It is important to keep your access information private. Do not share with anyone.
9. You are now ready to log into the system!

Returning Users

1. Log on to the Area Technology Center Infinite Campus Portal:
<https://icse.education.ky.gov/campus/portal/atc.jsp>
2. Enter the Username and Password you created and click the Sign In button.



3. If you have problems logging in, click the HELP button on the lower right side of the login screen.