

# SRVUSD-HOW TO CREATE A PARENT PORTAL ACCOUNT

Parents will receive an email with their personal GUID (Portal Activation key) when enrollment space is confirmed by the school site for either the current school year or next school year. If parent receive confirmation of enrollment space for their student(s) and do not receive an email with their GUID (Portal Activation key), they can contact the school site to obtain their personal Portal Activation key.

**Follow these steps to create your parent portal user account.**

Go to: <https://campus.srvusd.net/campus/portal/sanRamon.jsp>

1

Click the Blue Hyperlink for the Activation Key Screen

2

Input the GUID (Portal Activation key) Access Code in this screen. You can use the copy/paste feature. Click Submit.

3a

Create your user name and password in this screen. Click "Submit". If you have more than one student in the district, you only need to create one user account. This account will give you access to all students associated with you.

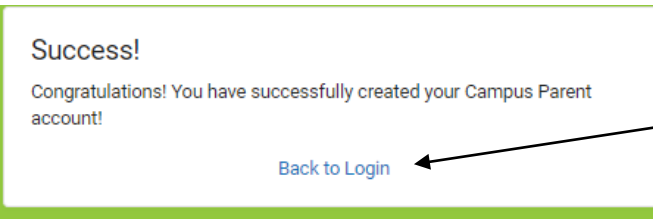
3b

The password you create should meet the 100% requirement when input. The password should contain a combination of alpha characters, numbers, and special characters. The password is case sensitive. Password length should be 8 to 10 characters.

If you experience any problems logging in, please contact the Tech Support Department at [PortalHelp@srvusd.net](mailto:PortalHelp@srvusd.net)

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4



Click here to get the Campus Portal login screen.

5

San Ramon Valley Unified

Parent Username

Password

[Log In](#)

[Forgot Password?](#) [Forgot Username?](#) [Help](#)

[Log in to Campus Student](#)

OR

[New User?](#)

Enter the User name and password you just created. Click Log In.

6

**Change Email**

You are required to set an account security email.  
Please enter the email address that can be used for security purposes. An email will be sent to verify the change.

New Account Security Email

Confirm New Account Security Email

Enter Password

[Log Off](#) [Save](#)

Input an email address for the New Account Security Email. This can be used if you forgot your password or user name.

Confirm the email address.

Enter your password. Click Save.

7



To update any Account Settings once in the portal go to the Person profile in the upper right corner of the screen. Click on Settings>Account Settings. Make necessary changes by clicking on the Update button.

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