



Parent Portal Office Procedures for Issuing Parent GUID Number



Step 1: Parent Identification

1. The parent/guardian must present their photo ID to the school.

Step 2: School Staff to Print GUID Number:

Print Person Summary Report of the Parent's Demographics Tab within Infinite Campus:

1. Go to **Search > All People**
2. Do an All People Search for the Parent by entering their last name, first name.
3. Select the Parent.
4. Scroll down to the Person Identifiers section of the Demographics tab
5. The Person GUID number will be listed in this section

Person Identifiers	
Local Student Number	<input type="text"/> <input type="checkbox"/> Generate Number
Student State ID	<input type="text"/>
Local Staff Number	<input type="text"/>
Staff State ID	<input type="text"/>
Person GUID	1E626721-8E74-4AD8-8982-0C3D05840DD2
Portal Username	No Active Portal Account

6. IF the person already has an account, the Portal Username will be listed
7. Print the Person Summary Report OR just provide the Person GUID

There is an existing query named, Parent/Guardian GUID, located in the School Office Staff AND Secretary/Office Professional Ad hoc folder as well.

If the parent/guardian has a Portal Username listed, but has forget their password and did not setup Password Recovery, the office staff may submit a Support ticket to reset the password by emailing the SCUSD Help Desk at Support@scusd.edu