# FOR OFFICE STAFF ONLY



# Parent Portal Office Procedures for Issuing Parent GUID Number



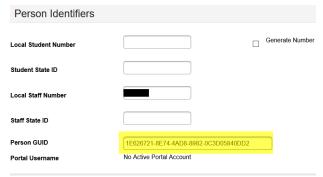
### **Step 1: Parent Identification**

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



- 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, <u>Parent/Guardian GUID</u>, 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