



## **STEPS FOR COMPLETING THE ONLINE VERIFICATION PROCESS**



*All students newly enrolled in Lee County Schools have already completed this process and were given a residency approved form signed by the LCSS Registrar at the time of registration. Please have your child bring this form to his/her homeroom teacher on the first day of school.*

**Again this year we are collecting the majority of the beginning of the year paperwork for students online through the Parent Portal. If you do not have a Parent Portal account, please get one set up using the instructions on the reverse side of this sheet. Paper copies of student paperwork will not be accepted this year. Steps for parents/guardians to follow to complete the “Online Verification” for students are listed below:**

### **Step 1: Login to your Parent Portal account.**

You must login from the system website ([www.lee.k12.ga.us](http://www.lee.k12.ga.us)) not from the Parent Portal App.

### **Step 2: Click “Online Verification”** (found on the bottom left side of the page)

If student names are listed, verify that the students live in your household and the registration year is '19-'20. You must select to go to an Existing Student Registration (to verify info for returning students) OR to go to a New Student Registration (to enroll a new student in the system).

### **Step 3: Click “Begin Registration” and verify your name.**

A page stating what is needed before beginning the online process will appear. Some of the items in the list are only for students who are enrolling as new students in our system. If you are the parent/guardian of a returning student, you will need phone numbers for your child’s emergency contacts, contact information for your child’s doctor, and a July or August electric bill issued in the parent/guardian’s name available at the time you complete this process.

### **Step 4: Click “Begin”**

Please be sure to go through each of the tabs and make additions/changes to the information as needed. Each student must have at least 2 emergency contacts in the system under the “Emergency Contact” tab. Your July or August electric bill must be uploaded. THIS IS A REQUIREMENT IN ORDER TO MOVE ON. You need to scan in your bill and save it so that it can be uploaded. If you don’t have a scanner, you can take a picture of it and save the image to upload.

### **Step 5: Click “Save and Continue”**

### **Step 6: Click “Submit”**

Once you submit your online verification you will not be able to go back in and make changes/additions so be sure you have completed everything before submitting.

**You will receive an email thanking you for participating in online registration and stating that your status is Submitting-Existing.**



## Lee County Schools Parent Portal Account Setup and Portal Access

1. Open your web browser and go to: <https://ic.lee.k12.ga.us/cparent/>.
2. Enter your students social security number and date of birth in the appropriate blocks and click the submit button.
3. You should next see a screen containing your name and GUID. Either print this screen or write the GUID down as it is needed to setup your user-id and password. If you did not receive the GUID screen display, repeat steps 1 and 2. If your retry was also unsuccessful, contact the Portal Coordinator at your student's school for assistance.
4. Next, click on the Parent Portal hot link in the lower right corner of the box containing your Name and GUID. This will take you to the Portal Login. For reference the URL is <https://ic.lee.k12.ga.us/campus/portal/lee.jsp>.
5. Looking at the top of the screen click on the hot link at the end of the line reading "If you have been assigned a Campus Portal Activation Key, click here".
6. Enter your GUID in the Activation Key boxes and click the submit button.
7. Next enter the user ID you wish to use and your desired password (twice). Passwords must be at least 8 characters long and be a combination of letters, numbers and or non- alphanumeric characters. Then click the "Create Account" button.
8. The following should appear on the screen. "Congratulations! You have successfully created your Campus Portal account. Click here to enter Campus Portal login page."
9. Return to the Campus Portal login page (see #4 above for URL) and enter your user ID and password you created and click the login button. The portal should then be displayed.