HOW TO COMPLETE ANNUAL VERIFICATION OF STUDENT DATA
THINGS TO KNOW
Parent/Guardian must have an Infinite Campus Parent Portal account to verify/update their student(s) information.
Parents/guardians who do not already have a portal account should visit https://www.dekalbschoolsga.org/infinite-campus/ for instructions.
Parents/guardians who have forgotten their portal username and/or password should click on the Forgot username? or Forgot password? link as appropriate on the portal login page.

https://campus.dekalb.k12.ga.us/campus/portal/parents/dekalb.jsp
If your student is new and you do not have a Parent Portal account, go to https://www.dekalbschoolsga.org/online-registration/ to complete a New Student Registration Application.
Before you begin

ID

PROOF OF RESIDENCY
LET'S GET STARTED
Go to the Infinite Campus Parent Portal website:

https://campus.dekalb.k12.ga.us/campus/portal/dekalb.jsp

Login with your username and password

Please Note: The recommended browsers for Infinite Campus are Google Chrome and Mozilla Firefox.
Once here, click on the 3 lines in the top left corner.
And then click on “More” at the bottom left.
Click on Annual Verification to continue
Click on "Click here to go to Existing Student Registration" to begin the annual verification process.
Welcome to Online Registration. You will see the household, parent/guardian and emergency contact information and will be able to change it if necessary. Press the Begin Registration to continue. Note: Save you can modify application and update documents later – with application id. Submit is the FINAL application and know additional changes to application or documents.

Existing Student Registration
This editor is to update data for students that are currently enrolled in the District. You may add new students that are registering for the select year later in the process.

If you only want to register new students for the select year at this year, please use the link below to go to the New Student Registration form.

Click here to go to New Student Registration

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Grade</th>
<th>Included in new App?</th>
<th>Reason if not included</th>
<th>Online Registration Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Maygen</td>
<td>03</td>
<td>yes</td>
<td>Included</td>
<td>no</td>
</tr>
</tbody>
</table>

Registration Year 21-22

Click on "Begin Registration"
Welcome to the Infinite Campus Online Registration. Before you begin, please gather the following:

- Household information -- address and phone numbers
- Parent information -- work and cell phone numbers, email addresses
- Student information -- demographic and health/medication information
- Emergency Contact - addresses and phone numbers.

Note: Required fields are marked with a red asterisk, and the district will receive the data exactly as it is entered. Please enter dates as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

If you need assistance, please call 678-676-0998 during business hours.

Click on "Begin"
Data for your currently enrolled children will populate in the verification application.

Required fields are marked with a red asterisk.*

Once you begin a tab, you must enter data in all required fields in that tab before saving.

Each tab must be completed before moving to the next tab. After the required fields for a tab have been completed, you can move freely between tabs.

Be sure to press the Save/Continue button after the completion of each Tab.

You can move forward and backward through the tabs using the Next and Previous buttons.
Uploading Documents

Click on the appropriate blue button to upload your document.

You will do this in 2 Tabs:

- Student Primary Household
- Student
Click on the appropriate blue button to upload your document.

You will do this in 2 Tabs:

Student Primary Household

Student
Be sure to click the Submit button when you are finished with your annual verification application.
Once you have submitted your application, you will see this screen.

Please check your email for a confirmation message from Infinite Campus.

Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.

Application Summary PDF