

Activating Your Campus Portal Account

1. Be sure you are connected to the Internet. Open your web browser and navigate to:

<https://ic.hilton.k12.ny.us/campus/portal/hilton.jsp>

2. Under the heading, **First time using Campus Portal?**, select the “**click here**” link after the phrase, **If you have been assigned a Campus Portal Activation Key**.

The screenshot shows the 'Infinite Campus' logo and a welcome message. Under the heading 'First time using Campus Portal?', there are two options: 'If you have been assigned a Campus Portal Activation Key, [click here](#)' (with 'click here' circled in red) and 'If you do not have an Activation Key, [click here](#)'. Below this is the 'Already have a Campus Portal account?' section with fields for 'User Name' and 'Password', and a 'Log In' button.

3. The dashes in the Activation Key sent to you represent spaces in the Activation Key form. Please ignore the dashes as you enter your Activation Key into the fields on the screen. When you are done, click **Submit**.

The screenshot shows the 'Activating your Campus Portal account' section. It includes a welcome message and an 'Activation Key' field with a red asterisk. The 'Submit' button is circled in red.

4. If you have entered your Activation Key correctly, you will see the screen below. Now you are ready to create your login.
 - a. Create a username
 - b. Create a strong password. The district enforces the use of strong passwords. The password you create must be at least **eight characters** long and contain at least **three** of the following:
 - i. A capital letter (A,B,C)
 - ii. A lowercase letter (a,b,c)
 - iii. A number (1,2,3)
 - iv. A symbol (%,#,&)
 - c. Verify your new password by re-entering it.
 - d. Click **Create Account**

The screenshot shows the 'Campus Portal account creation successful!' message. It includes a welcome message for Michael Hazard and a 'Create Account' button.

5. When you have successfully created your Campus Portal account, you will see the screen below. Use the **Click here** link to go to the Campus Portal login page. If the account creation was unsuccessful, please follow the prompts on your screen.

The screenshot shows the 'Campus Portal account creation' message. It includes a congratulatory message and a 'Click here' link circled in red.

6. To login to the Campus Portal, enter your username and password into the appropriate fields and click **Log In**.

The screenshot shows the 'Log In' button highlighted in red.