



PARENT PORTAL ACCESS

Important: Contact Hoover Middle School at 408-535-6274 during business hours (Monday through Friday, 7:30 AM to 3:30 PM) to receive your unique Activation Key before proceeding with the following steps!

Activation Key to Create Usernames and Passwords

1. The Activation **Key** is only needed the first time the user accesses the portal. After that, the activation key will not work and the username that was created should be used to log into the Portal.
2. Go to the **Portal Login** page.
<https://ic.sjUSD.org/campus/portal/sanjose.jsp>
3. Under the *First Time Use* heading and to the right of “If you have been assigned a Campus Portal Activation Key” choose **click here**. This option is only used the very first time the portal is accessed.
4. The **Click Here** link will display an **Activation Screen**. Enter the 32-character activation key provided by your child’s school.
5. Click the **Submit** button. The activation key will be verified, and when approved will display a screen to create the **User Name** and **Password**.
6. Enter a **User Name**. It is best to use an alphanumeric (letters and numbers) user name.
7. Enter a **Password**. Again, it is best to use an alphanumeric (letters and numbers) password that is at least (6) characters long.
8. Enter the password a second time in the **Verify Password** field.
9. Click the **Create Account** button. This will create the username and password. The username and password will be verified, and upon approval the portal account will be created. Use the *Click Here* link on the account creation page to enter the user name and password to access the Portal information.

Subsequent Portal Access

After the activation key has been used to create a portal account, it will no longer be valid. Users will subsequently log in to the Campus portal using their unique User Name and Password.