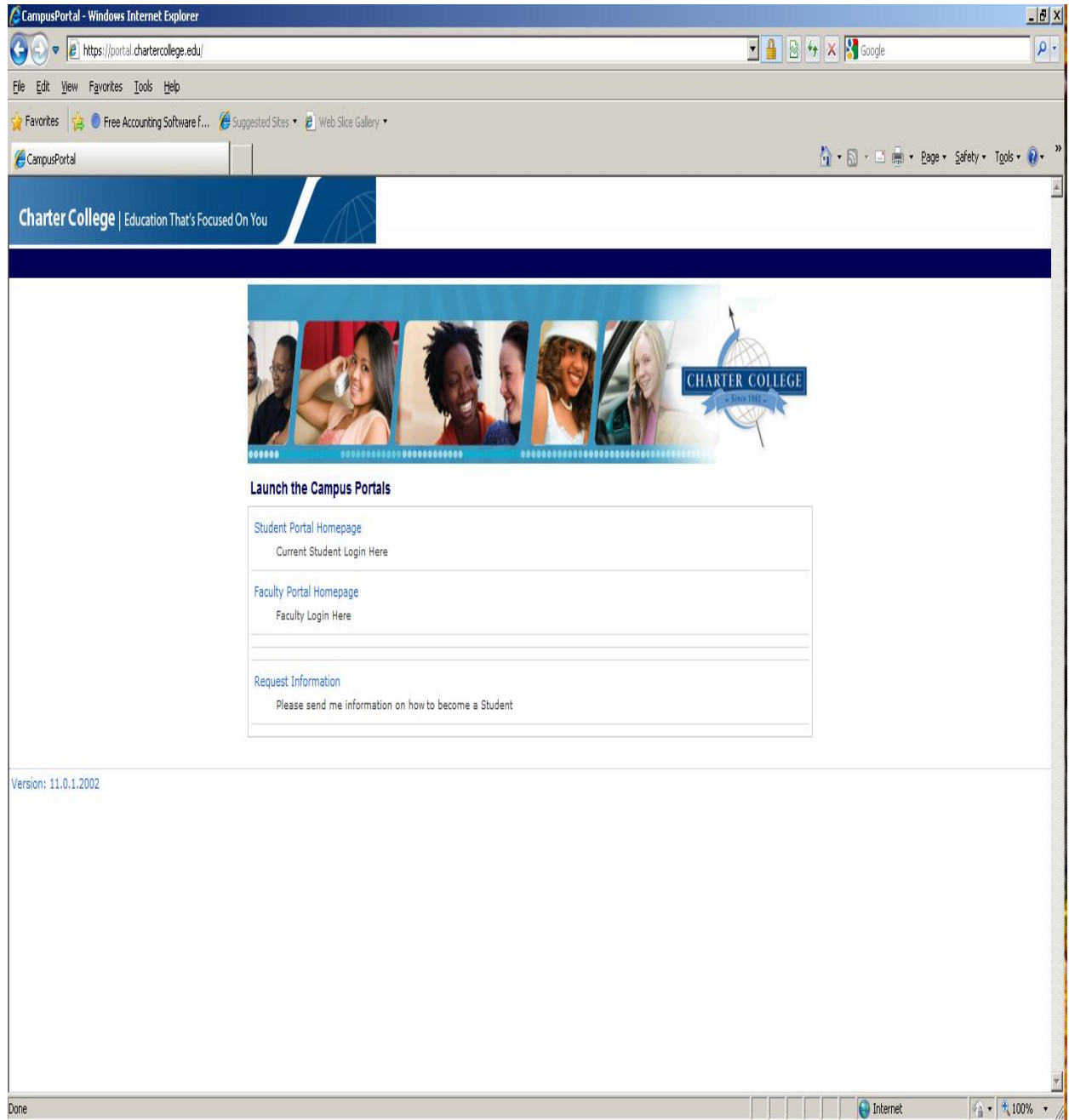


How to Create a CampusPortal Account

1. Browse to <https://portal.chartercollege.edu>
2. Click on “Student Portal Homepage”

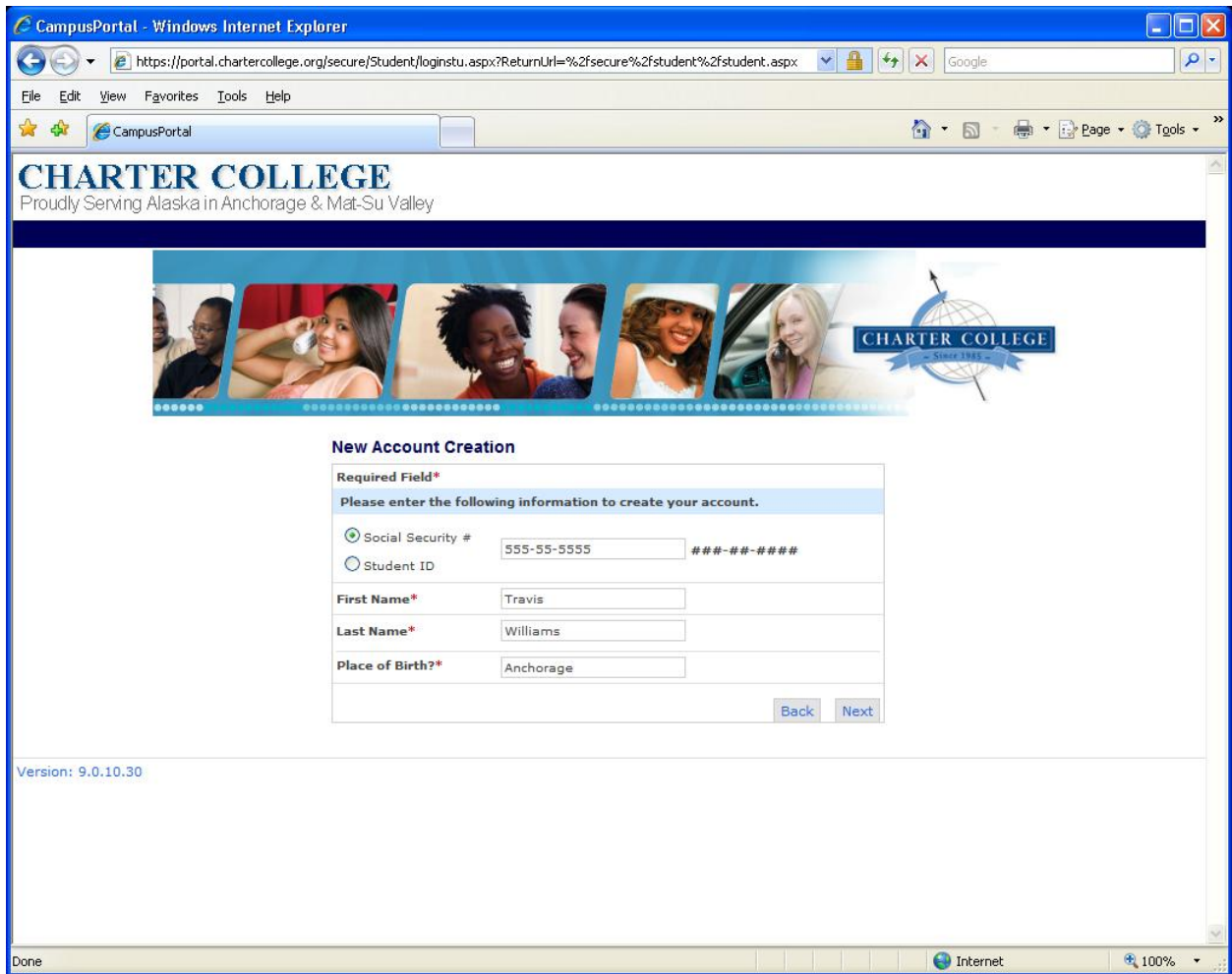


The screenshot shows a Windows Internet Explorer browser window displaying the Charter College CampusPortal website. The address bar shows the URL <https://portal.chartercollege.edu>. The page features a blue header with the Charter College logo and the tagline "Education That's Focused On You". Below the header is a banner with several photos of diverse students and the Charter College logo. The main content area is titled "Launch the Campus Portals" and contains three sections:

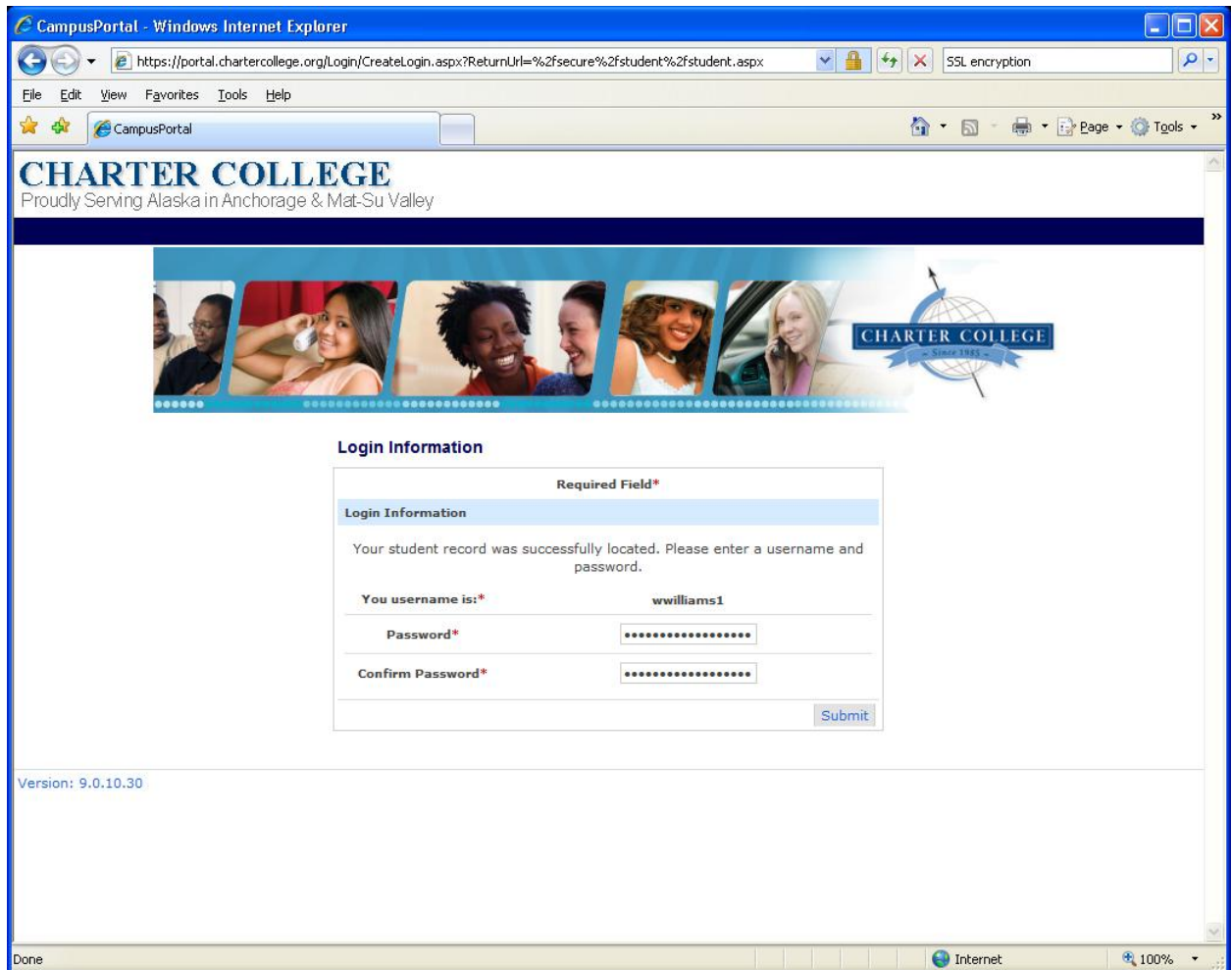
- [Student Portal Homepage](#)
Current Student Login Here
- [Faculty Portal Homepage](#)
Faculty Login Here
- [Request Information](#)
Please send me information on how to become a Student

At the bottom left of the page, the text "Version: 11.0.1.2002" is visible. The browser's status bar at the bottom shows "Done" and "Internet".

3. Click “Create a New Account”
4. Complete the Required Fields – You can use your Social Security # or your Student ID (this is a secured page)



5. If the Portal has found a valid email address on file for you continue to step "6". If you get an "Invalid Email Address" error, then contact the Charter College IT Department at (777-1360). We can input the correct email address so that you can continue.
6. Click "Yes" if the address is correct
7. Create a password for your CampusPortal account
8. Make note of the username and password (this may be different from your Charter College computer logon)



9. A verification email has been sent to the email address previously mentioned. Check that email address for your verification email and click on the link within the email. If you do not immediately see the verification email, then check your Spam email folder. If you still do not see your verification email contact the Charter College IT Department (777-1360).

Example of message in my personal email inbox:

Dear Travis Williams,

Here is your new account, congratulations

<https://portal.chartercollege.org/Login/CreateLogin.aspx?AuthCode=eba31ffe-fca3-4849-a978-1a25dsafedfd445fc>

10. Browse to the specified URL and login