

## **Parent/Guardian First Time Log-In Instructions:**

1. Visit Morrill Middle School's front office and present a valid ID to receive a *Campus Portal Activation Key*: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
2. Go to: <https://campus.beryessa.k12.ca.us/campus/portal/berryessa.jsp>
3. At the top of the page, under "*First Time Using Campus Portal?*" click "[click here](#)"
4. Type in the activation key
5. Click "[Submit](#)"
6. Create a unique username: \_\_\_\_\_ and password: \_\_\_\_\_
7. Click "[Create Account](#)"
8. "[Click Here](#)" to enter Campus Portal login page
9. Type in your username and password
10. Click "[Log-In](#)"
11. Under "User Account," click "[Contact Preferences](#)" to add your current email and address
12. Click "[Save](#)"
13. At the bottom of the page you may change your language preference.

## **STUDENT First Time Log-In Instructions:**

1. Go to: <https://campus.beryessa.k12.ca.us/campus/portal/berryessa.jsp>
2. Under "Already have a Campus Portal account?" type your Student ID in the username section.
3. Your password is your first initial of your first name + first initial of your last name + birthday MMDDYY. For Example: The password for David Sanchez born on 04/03/2000 = ds040300.
4. Click "[Log-In](#)"
5. If you want to change your password, go to "User Account" and click "[Account Management](#)"
6. Type in a new password, verify password, and old password.
7. Click "[Save Changes](#)"
8. Under "User Account," click "[Contact Preferences](#)" to add your current email address.
9. Click "[Save](#)"

## **Subsequent Log-In Directions for Parents, Guardians, and Students:**

1. Go to: <https://campus.beryessa.k12.ca.us/campus/portal/berryessa.jsp>
2. Under "*Already have a Campus Portal account?*" type in your username and password.
3. Click "[Log-In](#)"

## **How to Check Grades:**

1. Once you are logged in, click "[Schedule](#)" on the left side. To view current grades on classwork, homework, missing assignments, and assessments, click the class title (ex: 1008.00-10 Language Arts 8). NOTE: Only classes with a notepad icon will have grade information posted online. To view grades from previous semesters, years, unofficial transcripts, or a list of all missing assignments, click "[Reports](#)" on the left side. Click on a specific report to view the information you are interested in.

## **How to Check Attendance:**

1. Once you are logged in, click "[Attendance](#)" on the left side to view the number of excused absences, unexcused absences, and tardies.