

Directions for completing the Annual Data Update

Step 1: Gather your information You will need the following information on hand:

- Emergency contact's phone numbers
- Student health or medication data

Step 2: Log into your Parent Portal at <https://campus.bibb.k12.ga.us/campus/portal/bibb.jsp>

- If you do not have a Parent Portal account, go to <https://www.bcsdk12.net/parents/parentportal> to create one.

Step 3: Click More at the bottom left, then click "Student Registration"

Step 4: Click 22-23 Student Registration-Update/Transfer Student

- Click Start and you will see your student(s) name listed.
- Click Begin Registration

Step 5: Update the household, parent, emergency contacts & student data

- Be sure to check all phone numbers, emails, health data, and other information. If there are no changes, click "save/continue".
- Take special care to properly answer the health services data including ALLERGY, MEDICAL HISTORY, AND MEDICATIONS.
- Please read each step carefully.

Step 6: Release Agreement-Parent Acknowledgments and Sign-offs.

- This section is very important. Please read each item carefully.
- Please review the BCSD Code of Conduct Student Handbook prior to completing the update found here: https://www.bcsdk12.net/parents/code_of_conduct

Step 7: Repeat the process for each student highlighted in yellow

- Once complete, click "save/continue".
- Click the Application Summary to get a copy of your responses.
- Click Submit to finalize the update.

How can I get support for the Campus Portal?

If you are experiencing issues with your login or with viewing correct information within the Portal, please contact your student's school, Campus Help at 478-765-8787, or CampusHelp@bcsdk12.net.