

Instructions for Accessing Unofficial Transcripts as a Student in Infinite Campus

1. Log in to Infinite Campus

<https://campus.pickens.k12.ga.us/campus/portal/students/pickens.jsp>

Username: (lunch number)

Password: (first name initial, last name initial, six digit DOB)

Example

Student: Sally Sample whose DOB is 03/21/1978

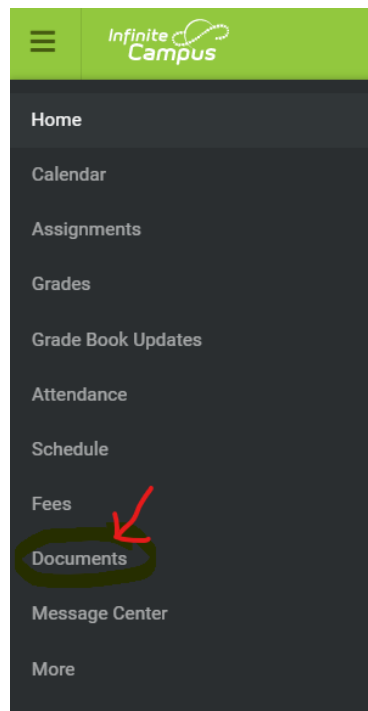
Username: 12345 (lunch number)

Password: ss032178

** Password is lower case, no spaces*

*** If you have changed your password to something other than the format listed above and cannot remember your password to get logged in, then you will need to email candydiprima@pickenscountyschools.org to have your password reset.*

2. Click on the **Documents** tab found on the left side of the screen in IC:



3. Make sure you are in the correct school year by using the drop down menu under “School Year.” Then, under “Transcript,” click on the option as seen below to access your “Unofficial Transcript:”

Documents

School Year

22-23 ▼

Schedule

Student Schedule
22-23 Pickens High School >

Transcript

Transcript for Portal (non-official)
22-23 Pickens High School >

Important Notes to Remember Regarding Transcripts

1. Please remember that this an “unofficial” copy of your transcript that provides you with access to see your class rank, weight and unweighted GPA’s, and your GPA’s on both a 100 point scale and a 4.0 scale.
2. Only the Georgia Student Finance Commission calculates every student in Georgia’s HOPE GPA. The “core GPA” on the unofficial transcript is not your HOPE GPA. Please access your GA Futures Account to confirm your official HOPE GPA that the state calculates.
3. If at any time you are in need of a copy of your “Official Transcript,” then please visit the PHS Counseling Webpage (<https://pickenshigh.pickens.k12.ga.us/counseling/>) and follow the directions on how to request a transcript under the “Transcript Request” section.