

ACCESSING THE COMMUNITY PORTAL

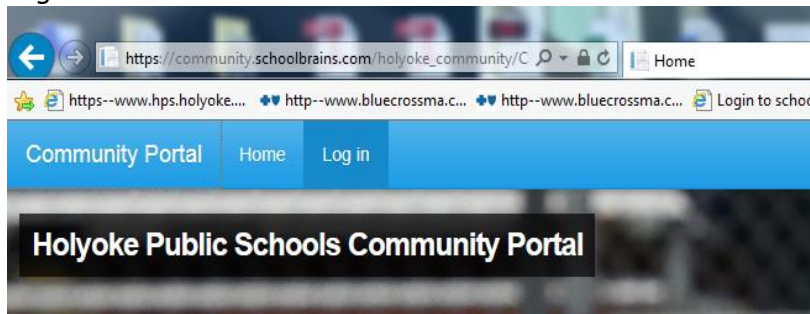
Using Google Chrome or Firefox as your browser is recommended when accessing the Community Portal

Go to <https://www.hps.holyoke.ma.us/schools/holyoke-high-school-north-campus/school-brains/>– click on the Community Portal Link:

If you have an account, click here to access SchoolBrains.

Brings you to Community Portal

Log in Screen



Click **Log in**

Next Screen to appear is *Please Login*

Enter the credentials (User Name & Password) supplied to you in the email message and click the **Sign in** link

A screenshot of a login form titled 'Please Login'. It features two input fields for 'User Name' and 'Password', both of which are currently redacted with black boxes. Below the input fields is a 'Sign in' button.

You will then receive the *Change Password* screen where you must select your own, secure, password

A screenshot of a 'Change Password' form. A blue oval highlights the instruction: 'Passwords are required to be a minimum of 6 characters in length.' Below this instruction are two input fields labeled 'User Name' and 'Old Password'.

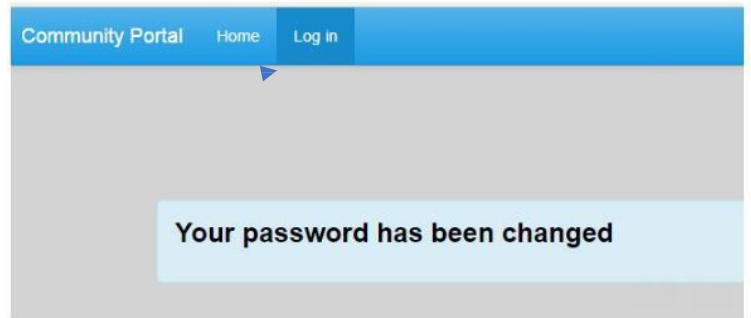
User Name Always stays the same

Old Password – the one issued

NEW Password – enter a secure password

Confirm Password – the secure password you just created

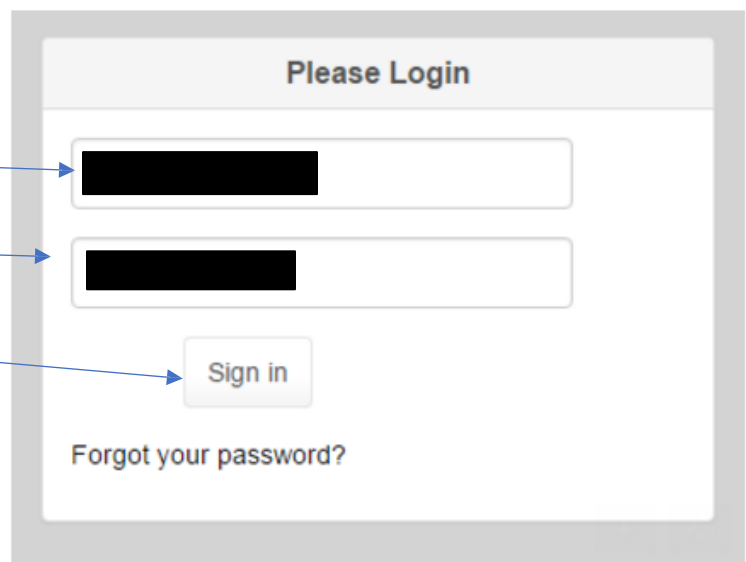
Click **Change password**



You will see this screen that indicates that your password has been changed.

Click Log in

Now you have been brought to the *Please Login* screen, you need to enter your **User Name** (it never changes) and your **NEW Password** the one you just created, click the Sign in link



You can now select the dropdown under your child's name to access information regarding assignments, grades, attendance and schedule

