

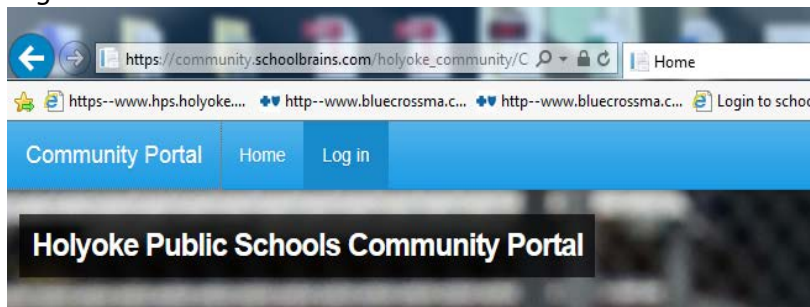
ACCESSING THE COMMUNITY PORTAL

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

Go to https://community.schoolbrains.com/Holyoke_community/Account/login

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 the 'Please Login' screen. It features a light gray background with a white box containing the title 'Please Login'. Below the title are two yellow input fields for 'User Name' and 'Password', each with a black redaction bar. At the bottom of the box is a 'Sign in' button.

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

User Name Always stays the same
Old Password – the one issued

A screenshot of the 'Change Password' screen. The title 'Change Password' is at the top. Below it is a message: 'Passwords are required to be a minimum of 6 characters in length.' This message is circled in blue. Below the message are four input fields: 'User Name', 'Old Password', 'New Password', and 'Confirm Password'.

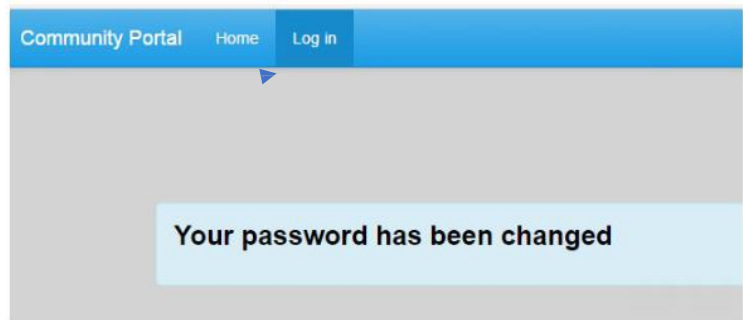
NEW Password – enter a secure password

Confirm Password – the secure password you just created

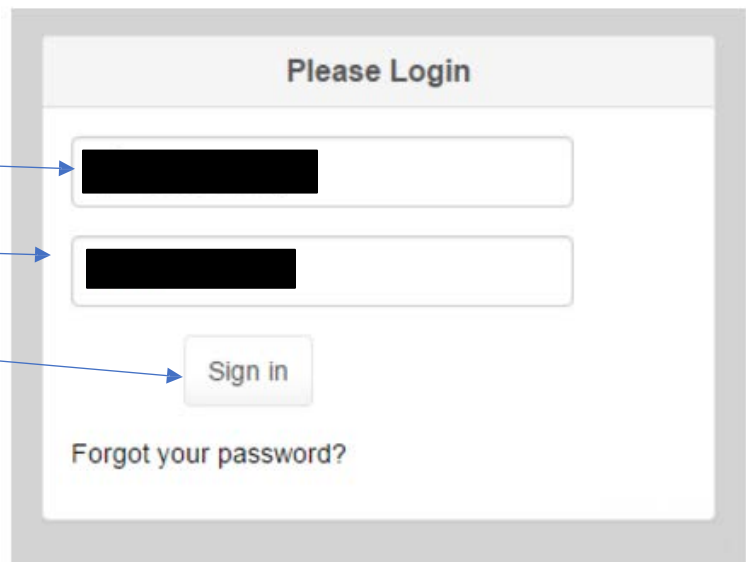
Click **Change password**

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 grades. Select Report Cards/Progress Reports and click on Download button to view grades.

