NAVIGATING VERACROSS PARENT PORTAL AS A: BALDWIN PARENT
WHAT IS VERACROSS?

VERACROSS SECTIONS

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1. LOGGING IN OR HOW TO RESET PASSWORD

✓ Login to the Veracross Parent Portal at: https://portals.veracross.com/baldwin/parent

✓ Your **username** is your email address and password registered/activated during the enrollment process.

✓ If you cannot remember your password, please click the “Can’t access your account?” link to reset it. Enter your email address for instructions with reset link to be sent to you.

✓ For optimal use, please use Safari, Google Chrome, Firefox, Edge. Internet Explorer will not work to access the Veracross platform.
2. LOGGING IN + AUTHENTICATION

✓ Once you enter your login information (username and password registered/activated during the enrollment process), please click Log in button.

✓ In the next screen, you will be asked for an Authentication Code.

✓ Go to the Authy app on your phone, and enter the code you see displayed on the app for Veracross.

✓ ***If you do not have this set up yet or you have changed devices, please refer to the next slide for further instructions.
3. LOGGING IN FOR THE FIRST TIME – AUTHY APP

✓ Authy is a generator for two-factor authentications (2FA). It generates secure 2 step verification tokens on your device.

✓ It helps you protect your account by adding an additional layer of security.

✓ Download the Authy app on the App store or the Google Play.

✓ After entering the normal login credentials, the user will be presented with an MFA screen (if this is the first time login in to the Veracross platform).
This is an example of scanning the QR code using the Authy app. The user should enter the final token into the Veracross login screen and click "Verify."
LOGGING IN - AUTHY REGISTRATION CONFIRMATION

✓ After entering the verification code, the user should write down the recovery code and click "Continue."

✓ In the future, you will need to use the authenticator app, Authy, to enter a code when logging into Veracross.

✓ Simply open the Authy app and an authentication code will be provided.
4. VERACROSS HOMEPAGE

- **Upcoming Calendar Events**
- **My Children:** Academic information about your student including: Current Class Schedule, Class Details, and Report Cards.
- **Parent Resources:** Tuition and Fees 2020-2021, K-12 Education Loan, ManageBac site link, School Level Handbook, and Athletic Handbook.
- **Messages:** A mailbox that holds copies of emails from the school sent to you from Veracross (Campus Connection, Message from the Headmaster, Headmaster Headlines, School Wide Announcements, School Level Principal’s Update).
- **Account Settings:** Switch between portals (Parent, Faculty: if it applies), Log Out.
- **My Household:** Update Family Contact Information, Household Calendar, My Messages, Email Preferences.
- **Business Department:** Tuition Invoices, Payment details, deadlines.
- **Health Department:** Magnus Health: Student Health Record, Parent Form Submissions.
- **Directory/Calendar:** School Calendar, Student Directory, Athletic Calendar, Faculty/Staff Directory.
5. **MY CHILDREN**

✓ **My Children:**
   Academic information about your student including: Current Class Schedule, Class Details, and Report Cards.

✓ You may click the **“My Children”** button from any screen of the portal for quick access shortcuts to your children's classes.
6. MESSAGES

✓ **Recent Messages**: A mailbox that holds copies of emails from the school sent to you from Veracross (Campus Connection, Message from the Headmaster, Headmaster Headlines, School Wide Announcements, School Level Principal’s Update).

✓ Messages are text only (without attachments) copies of emails.

✓ Subjects line in bold and a blue dot means unread message (in Parent Portal).
7. SCHOOL CALENDAR

✓ My Calendar: Displays school letter day (for MUS only), holidays, school events, and holiday breaks, etc.

✓ Please review ManageBac Calendars for other grade levels (OECC, ELEM, MUS also available).
8. STUDENT OVERVIEW: CLASSES & REPORTS, AND DAILY SCHEDULE

- **Student Overview:** Academic information about your student including:
  - Current Class Schedule
  - Daily Schedule
  - Active Classes Details
  - Report Cards

- You may access and download your child’s current schedule with class blocks, breaks, planning time, lunch period, etc.
  - A PDF version is available to print.
9. UPDATE HOUSEHOLD PROFILE

✓ Parents may update their household profile on Veracross.

✓ To edit or update, click on the item title (in blue), the section will pull down as a window and an Edit button on the right will show.

- Home Address
- Emails Address
- Family Members
- School Communication
- Report Card Authorized Recipients
- Pickup Authorization
- and Others
Parents use the same log in (username and password) from the Veracross Parent Portal account.

Schools: Have immediate mobile access to securely stored student health information in the event of an emergency.

Parents can submit forms online: Easy online form submission with automated email reminders keep parents up-to-date on deadlines.

Nurses deliver better student care: Easily manage medications, add treatment notes, and access vital health information.

You may contact the Infirmary Office at: brivera@baldwin-school.org
11. BUSINESS DEPARTMENT, DIRECTORIES AND CALENDARS


‣ You may contact the Business Office at: mramirez@baldwin-school.org

✓ Directory/ Calendar: School Calendar, Student Directory, Athletic Calendar, Faculty/Staff Directory (search by Department)
12. PORTAL ACCOUNT SETTINGS

✓ Parents may access the Veracross Parent Portal account settings in two places: Veracross symbol at the top middle part of the page or by clicking on top of your name initials on the top right corner of the page.

✓ The account settings window will popup and it will display two tab options: one for Portals and the other tab for Settings.

✓ Portals: Choose a link to switch portals of which you are a member. This applies only to users who are a Parent and a Faculty member at Baldwin.

✓ Settings: Change Password and Manage Multi-Factor Authentication for your Account, Log Out option.
CONTACT THE BALDWIN IT DEPARTMENT:

Jose Luis Rodríguez
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For any questions, please send us an email at:

helpdesk@baldwin-school.org