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

VERACROSS SECTIONS

1. Logging In
2. Portal Homepage
3. My Classes
4. Messages
5. School Calendar
6. Student Overview
7. Portal Account Settings
8. Contact BWN IT
1. LOGGING IN OR HOW TO RESET PASSWORD

✓ Login to the Veracross Student Portal at: https://portals.veracross.com/baldwin/student

✓ Your username is your Baldwin email address registered 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. VERACROSS HOMEPAGE

✓ **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**: Change Password or Log Out

✓ **Schedule Document**: Download or Print your schedule.

✓ **Upcoming Calendar Events**

✓ **My Classes**: Academic information about you, including: Current Class Schedule, Class Details, and Report Cards.

✓ **My Portal**: Unread messages, Daily Schedule, Classes & Reports, My Calendar.

✓ **Student Links**: The school may post important student links for school activities, projects or events throughout the year.

✓ **School Links**: School Calendar, Student Directory, Athletic Calendar, Faculty/Staff Directory. Subscribe to Calendars.
3. MY CLASSES

My Classes: Academic information about you, including: Current Classes, Class Details (Teachers' names, Meeting Times).

You may click the "Classes & Reports" button from any screen of the portal for quick access shortcuts to your classes.
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 Student Portal).
5. 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).
6. 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 current schedule with class blocks, breaks, planning time, lunch period, etc.

  ➔ A PDF version is available to print.
7. PORTAL ACCOUNT SETTINGS

✓ Students may access the Veracross Student 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.

✓ Settings: Change Password and Log Out option.
CONTACT THE BALDWIN IT DEPARTMENT:

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For any questions, please send us an email at:

helpdesk@baldwin-school.org