

Parent Access to “Connect” Gradebook

Dear Parents:

Welcome to the “Connect” electronic gradebook - online access to your child’s grades anytime...

Internet access, preferably high speed internet access is required. Google Chrome is the recommended browser. Microsoft Edge, Firefox and Safari also seem to work well.

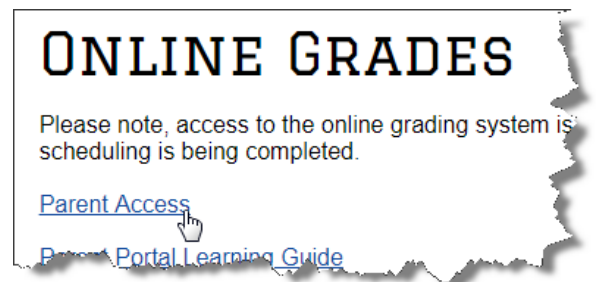
Step 1: Open your browser and navigate to the Greensburg Salem School District website at www.greensburgsalem.org

Step 2: Select the ‘GRADES’ button



Step 3: On the Online Grades page, click on the Parent Access hyperlink. Note the Mobile device link also available.

Note: Parent Portal and Student Portal Learning Guides are also available on this page.




Step 4: On the Parent Portal webpage, type in your username and password as they appear in the introduction letter. Note the ‘Forgot Password’ link should you forget your password in the future. Next select the Login button.

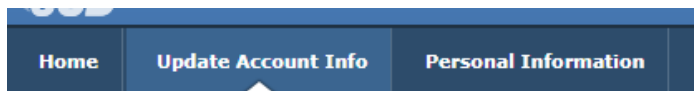


Step 5: When logging in for the first time, you will be prompted to accept a user agreement and reset your password. Please keep your password safe and do not share it with your children.


First Steps

Important – Before exploring and navigating the new portal, parents are first encouraged to select the **MY ACCOUNT** icon  at the top right of the Portal page. See additional information below. Under the My Account settings, parents should enter a primary account email address if one does not exist on the **UPDATE ACCOUNT INFO** tab. On this tab, you can also change your username from what was sent to you and change your password.

You can also update your personal account information on the **PERSONAL INFORMATION** tab.

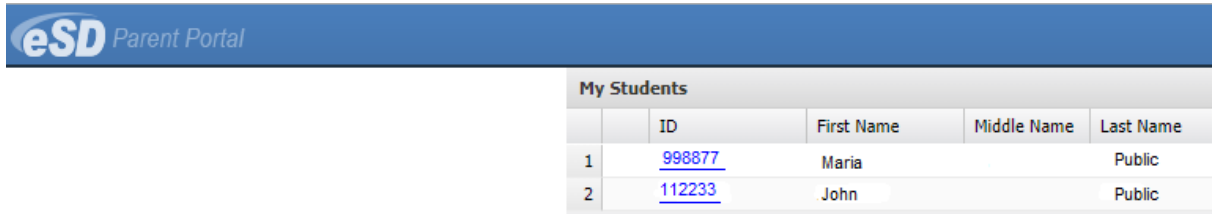


Home Button

Click the **HOME** icon  in the top right corner of the screen to return to your home page where you can select a student or other options.

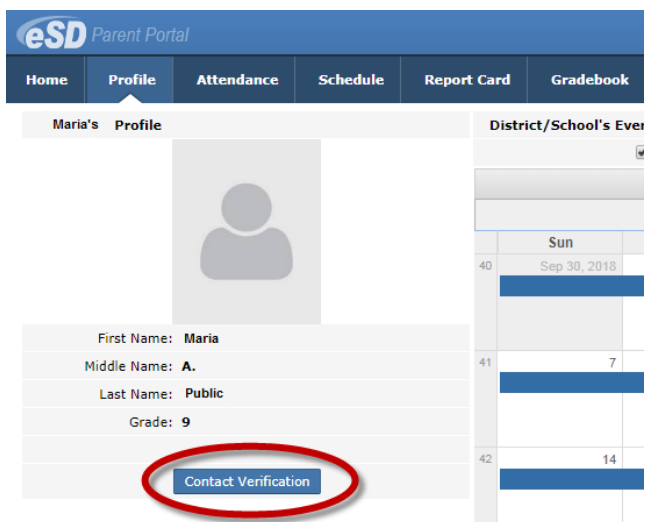
Updating Emergency Contact Information

On the home page, you will find a listing of your student(s). Select the hyperlinked Student ID number next to your child to enter the student profile page.



My Students				
	ID	First Name	Middle Name	Last Name
1	998877	Maria		Public
2	112233	John		Public

It is our intention to transition toward eliminating the emergency contact forms sent home to parents each school year. To help us prepare for this future endeavor, we ask that you click on the **Contact Verification** button under your child's picture and make any necessary additions or updates to the phone or cell number that you would like to be your Household Number, Guardian Information, Emergency Contact Information, Physician Information, and Employer Information. Please note, this information can be updated by you at any time if you have a change. Also, because this information could be different for each child, you will need to enter this information for each of your secondary children.



The screenshot shows the 'Profile' page for a student named Maria. The page includes a navigation bar with tabs for Home, Profile, Attendance, Schedule, Report Card, and Gradebook. The 'Profile' tab is active, showing a placeholder for a profile picture and a 'Contact Verification' button circled in red. To the right, there is a 'District/School's Ever' section with a calendar view for September 2018, showing dates 40, 41, and 42 with corresponding values 7 and 14.

When completed updating or adding **Contact Verification** information, click the **Verify** button to save your changes.



**** Note**** Parents must have an email address listed within Contact Verification in order to be able to access SchoolMessenger to customize and add phone numbers for calls, texts and emails through the SchoolMessenger automated messaging system. By default, the parent/guardian listed as Contact 1 will receive automated messages without the need to do anything.

After updating your child's **Contact Verification** information, you can navigate the site using the tabs at the top of the Parent Portal. Through the parent portal, you can access Attendance, Schedule, the most recent Report Card, and current teacher Gradebook information. Please note, attendance excuses may need to be entered to accurately reflect the attendance that appears on the parent portal.

