

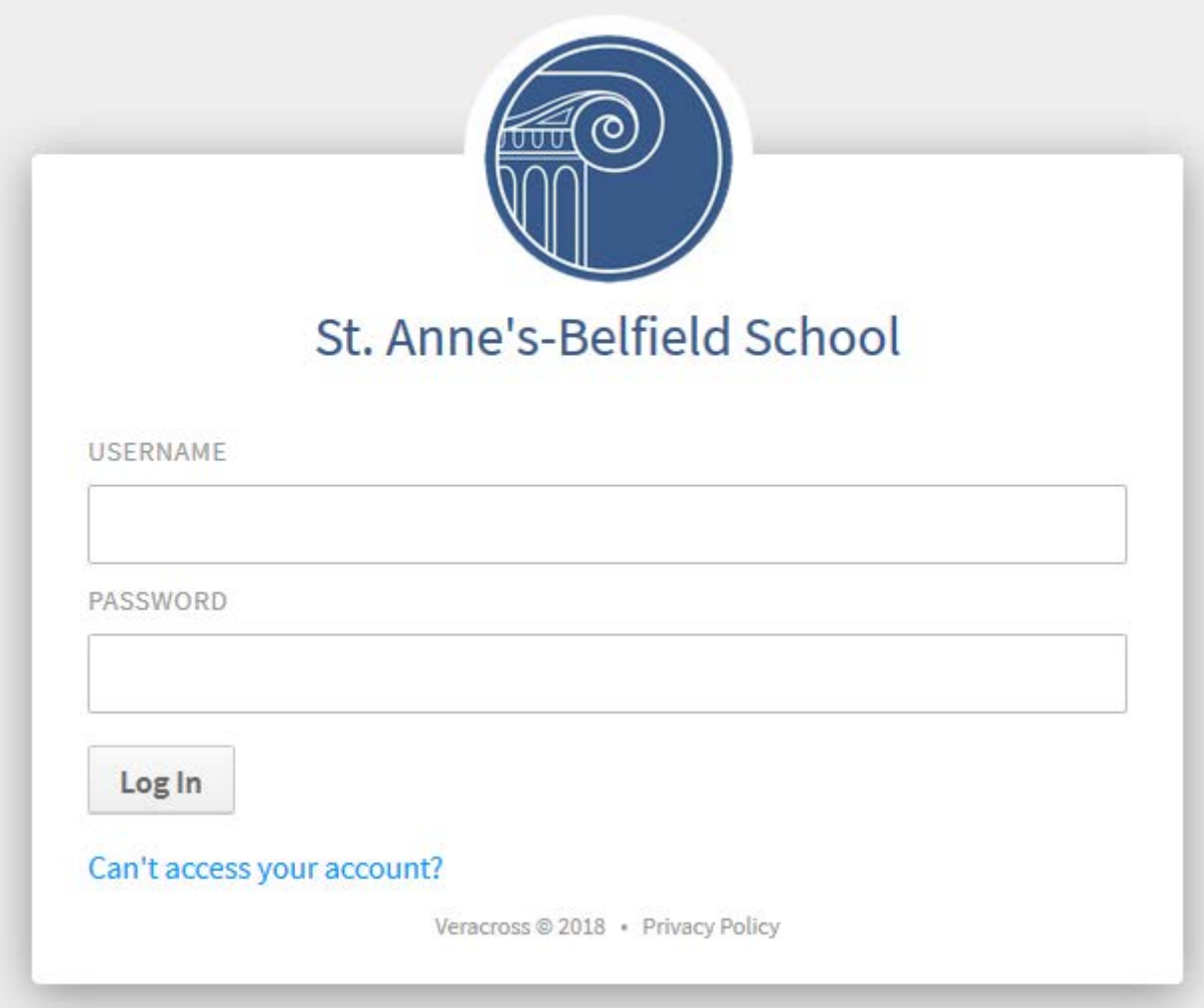
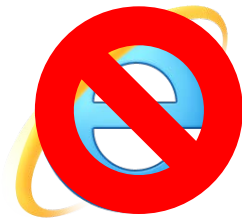
VERACROSS TUTORIAL



St. Anne's-Belfield School

LOGGING IN

- Login access to Veracross can be found at <https://portals.veracross.com/stab/login>, www.stab.org/parents, or in the Parent Portal
- If you cannot remember your username or password, please click the “[Forgot username or password?](#)” link to reset
- For optimal use, please use Google Chrome or Mozilla Firefox browsers, not Internet Explorer



The screenshot shows the login interface for St. Anne's-Belfield School. At the top center is the school's logo, a blue circular emblem with a white building and a spiral. Below the logo, the text "St. Anne's-Belfield School" is displayed in a blue, sans-serif font. The login form consists of two input fields: "USERNAME" and "PASSWORD", each with a white rectangular box. Below the password field is a grey "Log In" button. Underneath the button is a blue link that says "Can't access your account?". At the bottom right of the form area, there is small text: "Veracross © 2018 • Privacy Policy".



HOMEPAGE SECTIONS

Upcoming
Calendar

Messages

My Children

Home

Upcoming

TUESDAY - OCT 10	WEDNESDAY - OCT 11	THURSDAY - OCT 12	FRIDAY - OCT 13	SATURDAY - OCT 14	SUNDAY - OCT 15
12p US: Student Senate Lunch	US: PSAT US: Senior College Essay Writing-no school	Day A (US) 1-2-3 12p SM: Captains' Council Lunch Meeting	Day B (US) 6-5-4 6p US: 11th Grade Tailgate SMS.4380.Test		3p US: SAT Prep Class for November Test 3p US: ACT Prep Class for December Test 3p US: ACT Prep Class for October Test 3p US: SAT Prep Class for December Test

Unread messages 7

My Children

Sarah Info Reports Links

- Classes & Reports
- Daily Schedule
- Recent Updates
- Assignments

CURRENT LOCATION
FREE, no more classes

My Portal

- My Messages
- My Calendar
- My Family
- My Email Preferences

Weekly Digests

- PS - 8 Learning Village Voice
- Upper School Digest

School Links


- School Website
- Event Request
- School Calendar
- Athletic Calendar
- Student Directory
- Faculty/Staff Directory
- Subscribe to your calendars

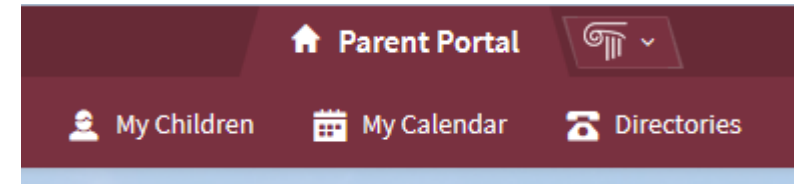
My Portal
Resources



MY CALENDAR

- Customized for your family – only events for parents and your student(s)
- Click “Subscribe to Calendars” on portal homepage to receive calendar update alerts

 [Subscribe to your calendars](#)



Household Calendar

< > today **October 2017** day week month

sunday	monday	tuesday	wednesday	thursday	friday	saturday
1 7a Environmental W Va Trip 3p US: ACT Prep Class for October Test 3p US: SAT Prep Class for December Test 3p US: SAT Prep Class for November Test 3p US: Wearable Art Runway Show Workshop	2 7a Environmental W Va Trip 12p US: Student Senate Lunch	3 7:30a US: Senior Fall Coffee 12:45p US Chapel with Taylor Morris and Hannah Clark, C	4 * SMS.2071.Test	5	6	7
8 3p US: ACT Prep Class for December Test 3p US: ACT Prep Class for October Test 3p US: SAT Prep Class for December Test 3p US: SAT Prep Class for November Test	9 SCHOOL CLOSED - FALL BREAK (Columbus Day) 12p US: Student Senate Lunch	10	11 US: PSAT US: Senior College Essay Writing-no school	12 Day A (US) 1-2-3 12p SM: Captains' Council Lunch Meeting	13 Day B (US) 6-5-4 * SMS.4360.Test 6p US: 11th Grade Tailgate	14



MESSAGES

- **Recent Messages:** Copies of emails sent to your groups (text only, no attachments, subject lines in bold means not read in portal yet)

The screenshot shows a 'Messages' interface with a header bar containing 'Messages', 'Recent', 'People', and 'Categories'. Below the header is a 'Mark All Read' button. The main content area is titled 'Over a Week ago' and contains two message entries. Each entry has a blue dot on the left, a 'From' field, a 'Group Distribution List' field, a bold subject line, and a date on the right.

From	Group Distribution List	Date
Blake Ware	Driving Forms	Mon, Sep 04
Sandra Sohne-Johnston	College Counseling News - SAT/ACT Test Prep and the PSAT	Thu, Aug 31



MY CHILDREN

- My Children houses information about your student and their activities at School, including class schedule, reports, updates, and assignments.

The screenshot displays the Parent Portal interface. At the top, a dark red navigation bar contains the text 'Parent Portal' with a home icon, a dropdown menu icon, and three main menu items: 'My Children' (highlighted with a white background), 'My Calendar', and 'Directories'. Below the navigation bar, a profile card for 'Sarah' is shown, featuring a profile picture and four menu items: 'Classes & Reports', 'Recent Updates', 'Daily Schedule', and 'Upcoming Assignments'. A large purple arrow points to the 'Upcoming Assignments' item. At the bottom of the page, a light gray footer bar contains the text 'Mrs. Hartwig • US: Block 1 • US Office'.

CLASSES & ASSIGNMENTS

Classes

- Listing of your student's class schedule

Assignments

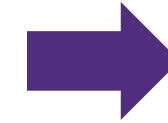
- Listing of your student's major assignments, tests, and due dates

	tuesday, oct 10	wednesday, oct 11	thursday, oct 12	friday, oct 13	monday, oct 16	tuesday, oct 17	wednesday, oct 18	thursday, oct 19	friday, oct 20	monday, oct 23
CLASS DETAILS: + SHOW - HIDE	3 ASSIGNMENTS DUE	0 ASSIGNMENTS DUE	2 ASSIGNMENTS DUE	2 ASSIGNMENTS DUE	1 ASSIGNMENTS DUE	0 ASSIGNMENTS DUE	3 ASSIGNMENTS DUE	1 ASSIGNMENTS DUE	1 ASSIGNMENTS DUE	0 ASSIGNMENTS DUE
<input type="checkbox"/> American Studies: Eng <i>Mr. Jordan Taylor</i> view website view all assignments	HOMEWORK DUE			HOMEWORK DUE						
<input type="checkbox"/> American Studies: Hist <i>Mr. David Smith</i> view website view all assignments										
<input type="checkbox"/> Advisory <i>Ms. Melissa Taylor</i> view website view all assignments										
<input type="checkbox"/> Integrated Mathematic <i>Mr. Blake Ware</i> view website view all assignments			PROBLEM SETS DUE HOMEWORK DUE		HOMEWORK DUE		HOMEWORK DUE		HOMEWORK DUE	



MY FAMILY

- Please use the My Family button to make changes to your household information and indicate directory preferences.



Household Profile [Update Household Profile](#) [Medical Profile](#) [School Policies](#)

My Family: Information Review

Instructions

Please make sure you visit EACH section of the Family Information Update to confirm that your family information is correct and complete.

[Review and Edit](#) [Update Log](#)

HOUSEHOLD CONTACTS

My Portal

- My Messages
- My Calendar
- My Family
- My Email Preferences
- MagnusHealth Login

Weekly Digests

- PS-8 Learning Village Voice
- Upper School Digest

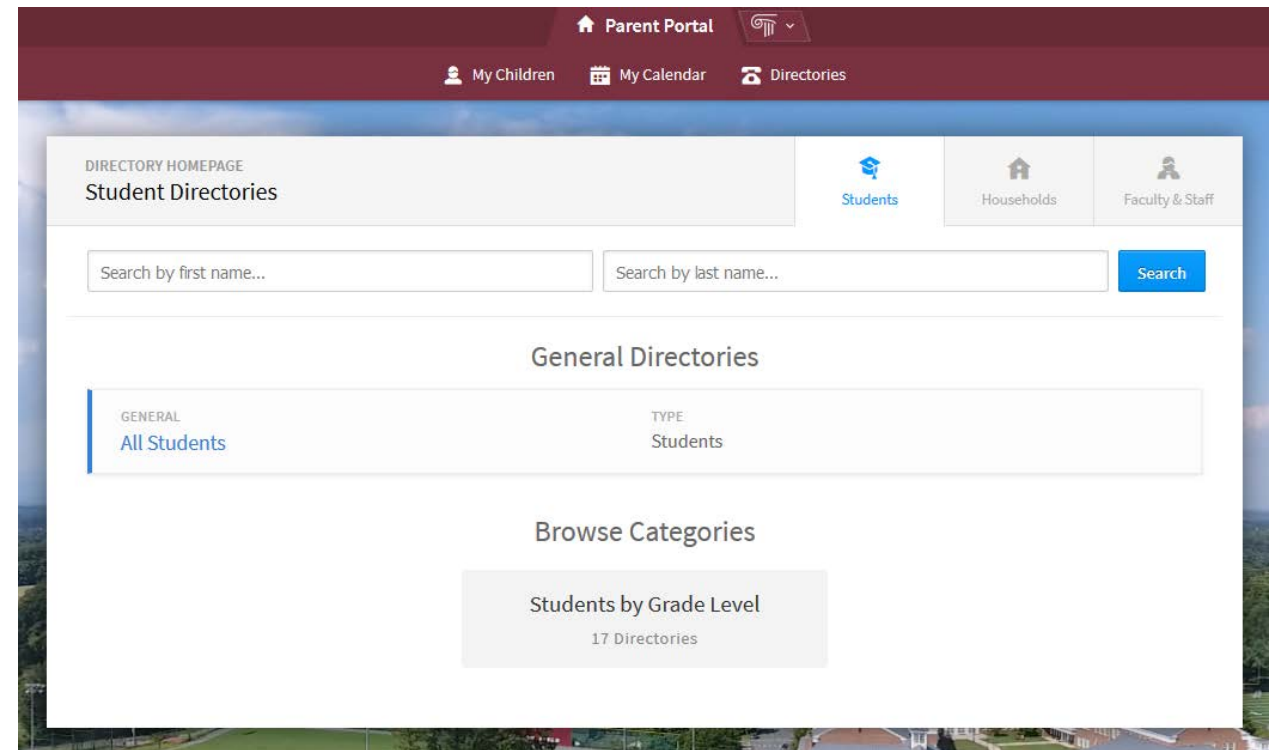
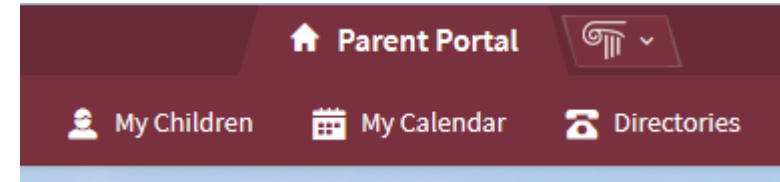
School Links

- School Website
- Event Request
- School Calendar
- Athletic Calendar
- Parent Volunteering
- Dining Menus
- Student Directory
- Faculty/Staff Directory
- Veracross Tutorial
- Website Tutorial
- Subscribe to your calendars
- Community Presentations



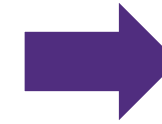
DIRECTORIES

- Families, students, and faculty/staff can be searched and browsed
- Tabs distinguish different types of directories available for search:
 - **Students:** Search by name, grade, housing; includes picture and parent information
 - **Households:** Search by student last names or nearby households, includes sibling names
 - **Faculty:** Search by department, includes all staff and faculty








MY PORTAL



- Many useful links can be found under My Portal, including:
 - **My Portal:** My Messages, My Calendar, My Family, and My Email Preferences
 - **Weekly Digests:** Links to the Learning Village Voice and Upper School Digest (updated weekly)
 - **School Links:** Website, Event Request Form, School Calendar, Athletic Calendar, Parent Volunteering, Fining Menus, Directories, Tutorials, and Calendar Subscriptions















My Portal

 My Messages	 My Calendar
 My Family	 My Email Preferences
 MagnusHealth Login	

Weekly Digests

 PS - 8 Learning Village Voice	 Upper School Digest
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School Links

 School Website	 Event Request
 School Calendar	 Athletic Calendar
 Parent Volunteering	 Dining Menus
 Student Directory	 Faculty/Staff Directory
 Veracross Tutorial	 Website Tutorial
 Subscribe to your calendars	
 Community Presentations	





St. Anne's-Belfield School

For questions about Veracross, please contact
Birgit Gutkowski at bgutkowski@stab.org.