


# HOW TO ACCESS THE PARENT PORTAL

## Veracross Tips

### Check your email inbox for an invitation from Veracross.

The following email will have been sent to you from:

[system@mail.veracross.com](mailto:system@mail.veracross.com)



**St JOHN'S**  
EPISCOPAL SCHOOL

Hello {First\_Name},

Welcome to Veracross! Veracross is St. John's Episcopal School's new comprehensive School Information System (SIS) that will enable you to effectively monitor your child(ren)'s education and activities at school.

This email gives you access to the new Parent Portal system, Veracross. Please note: Veracross requires that your browser have cookies enabled. Please check your browser settings. Below are steps to setting up your account.

- Your username is: {Username}
- Please set your password for your login by [clicking here](#)
- Upon choosing a password, you will be logged in automatically.

**Note:** you will be able to change your password by clicking the *Change Password* link after logging in. It is CRITICAL that parents not share their log-on information with their students or with others.

- After logging in, complete the following steps located on the [Parent Portal Back to School Check List](#) document:
  - a. Update your Information
  - b. Review School Policies
  - c. Book your Onboarding Appointment
  - d. Magnus Health

If you did not receive the email, please check your spam folder.

**You must create a password before logging on through the link provided in the email.**

Please email [tech@stjohns-es.org](mailto:tech@stjohns-es.org) if you did not receive this email.

### Checklist

- Cookies enabled
- Password created
- Username in hand (email)
- Link to Parent Portal

## Set Up Your Account

**Username will go here**

Since this is your first time logging in, you must pick a password. For security reasons, your new password must meet the following requirements:

- Must be at least 8 characters long
- Must contain both lower and upper case letters
- Must contain at least 1 number
- Cannot contain your username
- Password must not have appeared in any public data breach ([How do we know this?](#))

NEW PASSWORD

CONFIRM NEW PASSWORD

Submit

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- When you click the link provided in the system email, you will land on a page that looks like the image above.
- Follow the requirements provided to create your new password.
- NOTE: If you DO NOT land on this page, you will need to click the **“reset/forgot password”** button to create your login.

## QUESTIONS?

Email [Tech@stjohns-es.org](mailto:Tech@stjohns-es.org)

**Bookmark this link to access the Parent Portal**

<https://portals.veracross.com/sjes/parent>