



Harbor Country Day School

Embracing the extraordinary in every child.™

Parent Portal Access

The Parent Portal is the access point for an array of Harbor Country Day School information. As a parent of a Harbor student, you will be able to see your child's/children's report cards, progress reports, and schedules as well as schedule teacher conferences and update household and emergency contact information. I urge you to become familiar with the Parent Portal and the features it offers to swiftly answer your questions.

To access the Parent Portal, click on the links within this message or go to our school Home Page. From there, bring your mouse to the icon of a chain link at the top right of the browser window, hover over it to reveal a drop-down menu, and then click on Parent Portal.

- This will bring you to a login screen.
- You will then need to enter your Username and Password.
- Once you login this will bring you to the Parent Portal home screen, which has the school calendar displayed with all of the school events. To the left are the sub-navigation links **Calendar, Directory, Password,** and **Enrollment Contracts**. The **Directory** link will bring you to the school directory page, the Enrollment Contract link will be used when it is time to re-enroll for the next school year, and the **Password** link will allow you to change your password.

17 Three Sisters Road | Saint James, NY 11780

(631) 584-5555 | www.hcdsny.org

- If you would like to change your password click on the **Password** link. You will need to enter your **Default Password** in the **Current Password** field and then your new password in the **New Password** field as well as the **Confirm Password** field.
- Once done you will need to click on the **Change Password** button.

On the Home screen, you will notice the Main Category links at the top of the page labeled **Parent Home, Student, Family, and Payments**.

- If you click on the **Student** link it will bring you to your child's profile. From here you can view their report card or progress report by clicking on the blue download icon to the right of the listed report. You can also view your child's schedule, the courses he or she attends, and your child's gradebook, which is for Upper School students only.
- If you have multiple children attending the school you can switch between each child's profile by clicking on your current child's name at the top of the screen, which will reveal a drop-down menu with your other child/children's names that you can click on to refresh the page with their information.

If you have any issues or concerns with accessing the portal, I will be more than happy to help you access your account. I can be reached by email at aweissbach@hcdsny.org or by phone at 631-584-5555 x102.

It is very important every parent/guardian can login to view his or her child's information. **All report cards and grades will be available through the Parent Portal.** If, for any reason, a parent/guardian is in need of a printed copy of his or her child's report card, that parent/guardian must contact the office at 631-584-5555.