HOLYOKE PUBLIC SCHOOLS
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Accessing the SchoolBrains Community Portal
Updated 8/18/2022

Community Portal Home Page: Link Here

Username/Password Request Form: Link Here

For questions or assistance with your account, please contact Emily Beebe, Data Analyst, at ebeebe@hps.holyoke.ma.us.

→ How to Log In

1) Request a username/password using the form linked above. Accounts are set up manually, so it may take up to 2 business days for you to receive your information.
2) Visit the Community Portal home page, and enter the <u>username</u> and <u>temporary password</u> that you received in your email. Click the Login button below.
   Note: Use the Google Translate feature to translate the portal to another language
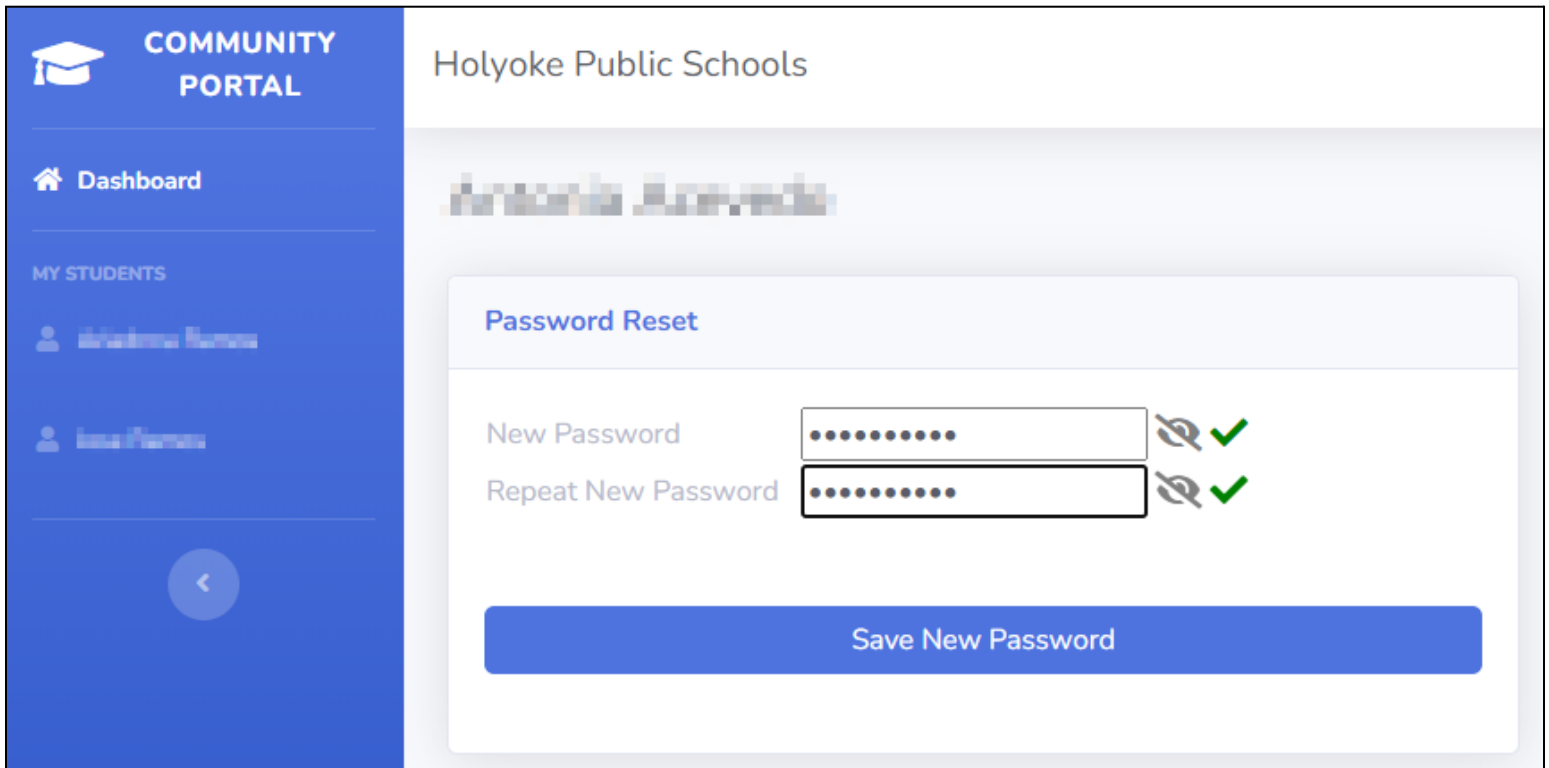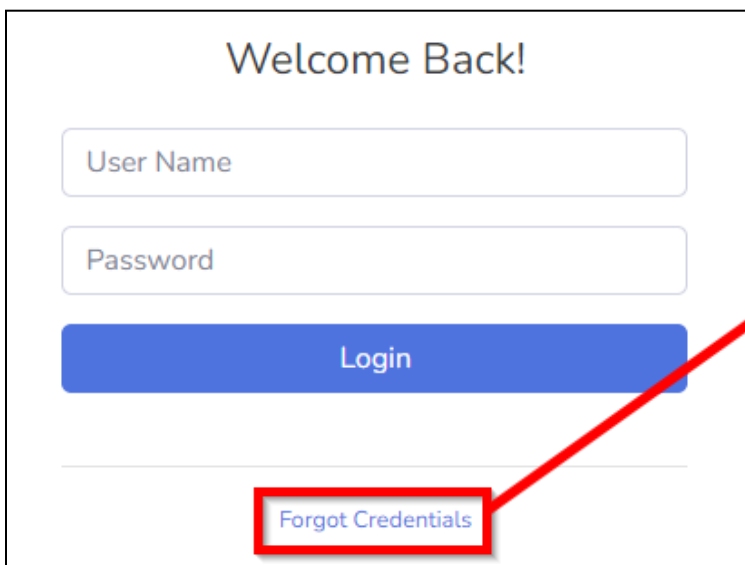
3) On the next screen, you will be asked to reset your password. Enter a new password into both fields. Your password must be at least 6 characters long, and include a number and a symbol. Click "Save New Password" when you are done.
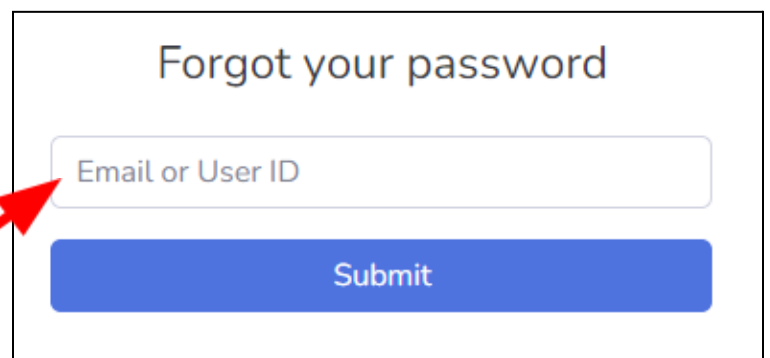

→ Forgot your password?

Click "Forgot Credentials" on the login screen, then on the next screen, enter your username or email address to receive a password reset link to your email.

→ **How to Use the Community Portal**

Once you have set your new password, you will be able to access your account. In your account, you can view report cards, attendance, and grades for your student.

If you have multiple students enrolled in Holyoke, you should be able to access them all from the same account.

Note: the information you can access may vary between schools/grade levels.

1) To view your student's information, either click on the card that shows their name and picture (outlined below in pink) or click on their name in the menu on the left side of the screen (marked with red arrows).
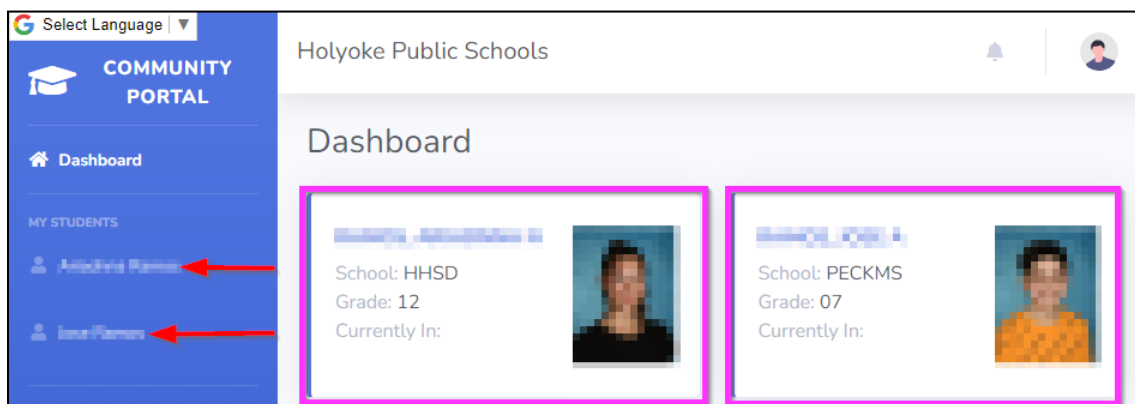
2) When you click on your student, the next screen will show you a summary of your student's attendance rate (outlined in pink), classes (outlined in green), and report cards (outlined in red).

3) To view a report card, click on the report card name in the <u>Student Documents</u> section. The report card will open in a new window, and you will be able to download a PDF copy.
4) At the bottom of the page, you will also be able to see a calendar of your student's attendance. Depending on your student's grade level, you may also see their schedule and homework assignments for each class.