



Saint James Elementary School

Rev. Msgr. Philip A. Lowery, Director
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November 22, 2017

Dear Saint James Families:

Starting this trimester Saint James Elementary School is going paperless with report cards. Report cards will only be available on Parent Portal.

As some of you already know, Parent Portal is a web-based communication program that allows parents secure internet access to real-time assignment grades, attendance and report cards. Web access to the Parent Portal is completely secure. Access is set up for individual families, and your access is limited to your child's records only.

Full access to Parent Portal will continue to be available for all students in grades 3 – 8. Limited access, in the form of report cards only, will now be available for grades K – 2. Below is important information for those parents who are new to Parent Portal and how to access your child's report card.

NEW USERS, please make note of the following:

1. You will receive an email on Monday, November 27th containing logon credentials.
2. All emails will come from parentsupport@dioceseoftrenton.org.
3. Please read the entire email and follow the directions provided.
4. Do Not Respond to the email or contact the Diocese – all questions should be directed to Teresa Portela in the Business Office – tportela@mysaintjames.com or 732-741-3363
5. The email you receive will contain the following:
 - a. User Name - All accounts are created with an email that you supplied to the school. You will receive your credentials at that email address and it will also serve as your User Name.
 - b. Password - Upon first receiving credentials, you will receive a temporary password. It is suggested that you copy and paste the temporary password when first logging on. As soon as you successfully log on, you will be prompted to change your password.

ALL USERS:

How to access Parent Portal: <https://parents.dioceseoftrenton.org>

OR

www.mysaintjames.com

Click on "Parent Portal" on the left hand side

Office@mysaintjames.com

www.mysaintjames.com

ALL USERS:

How to access Parent Portal: <https://parents.dioceseoftrenton.org>

OR

www.mysaintjames.com

Click on "Parent Portal" on the left hand side

Forgot Password Link - If you forget your password, you can click on the 'Forgot Password Link' and a new temporary password will be sent via email.

For Security Reasons - If you attempt an incorrect password five times, your account will be locked out. Once the account is locked, you will have to contact your child's school to request that the account be unlocked. When the account is unlocked, you will receive an email with a new temporary password.

PARENT PORTAL WILL CLOSE ON DECEMBER 1ST AND WILL RE-OPEN AFTER 7:30pm ON THURSDAY, DECEMBER 7TH TO VIEW REPORT CARDS.

WHAT YOU WILL SEE ON PARENT PORTAL:

Grades K – 2 **Summary Page** – this page includes student name; school; student ID; homeroom; age; birthdate

Grading Page – report card and functionality for printing report card

Grades 3 – 8 **Summary Page** – this page includes student name; school; student ID; homeroom; age; birthdate; attendance for the week; assignments for the week

Attendance Page – summary of attendance for the entire school year

Grading Page – report card and functionality for printing report card

Gradebook Page – all courses scheduled and assigned teachers; running average in each course; the ability to view assignments/grades by day, week, month, trimester, full year; the ability to print assignments

If you need to update your email address on file with Saint James Elementary School, or you are a New User and do not receive your email with your logon credentials by Tuesday, November 28th, or you have any questions please email Teresa Portela at tportela@mysaintjames.com.

Thank you in advance for your cooperation.

Sincerely,
JoAnn Giordano
Principal