

## ST. CLOUD ELEMENTARY SCHOOL

71 Sheridan Avenue  
West Orange, NJ 07052  
973-669-5393  
Fax 973 325 1685

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August 26th, 2020

Dear Parents/Guardians,

I hope this letter finds you well.

Your child's teacher assignment for the 2020-2021 school year you will be available in the Parent Portal on September 1st.

If you have not yet signed up for Parent Portal please do so. Attached you will find instructions on how to create your account.

If you are experiencing difficulties signing up or logging in, please contact the St. Cloud main office for assistance at 973-669-5393.

If you are planning on organizing "pods" or study groups, know that our grade level teachers will be approaching their virtual instruction in a collaborative manner. The pace, scope and sequence of the curriculum will be aligned between the grade level sections and the teachers and staff will be sharing in instruction and support of all the students.

Be well,

Eric B. Price  
Principal


# Parent Instructions

## **PowerSchool Parent Portal**

PowerSchool Parent Portal provides parents/guardians real-time access to schedule, grades and report cards (only 6<sup>th</sup>- 12<sup>th</sup> students) and attendance for their child(ren). Through PowerSchool Parent Portal you are able to securely access SNAP Health Portal and School Messenger. Following are the instructions on how to create and modify information to ensure you have access to the most updated information.


|                        | <b>«period_info»</b>                 |
|------------------------|--------------------------------------|
| <b>Student Name</b>    | «Last_name», «first_name»            |
| <b>Email</b>           | «GuardianEmail»<br>«Guardian2_Email» |
| <b>Access ID</b>       | «web_id»                             |
| <b>Access Password</b> | «web_password»                       |

### **A. CREATE PowerSchool Parent Portal Account – use this option if this is your first student in district**

1. Go to the PowerSchool Parent Portal website: <https://woboe.powerschool.com/public/>
2. Click **Create Account**
3. Complete the **Parent Account Details** section, please **use the email listed above** in order to avoid SNAP connection errors. If you no longer have access to the above email, stop and see the school Administrative Assistant so she can change your email before continuing.
4. The **Username** CAN NOT contain spaces or special characters and the **Password** must be at least six characters long
5. Complete the **Link Students to Account** section using the information on the above table
6. Click **Enter** once the student(s) have been added
7. Sign in using the Username and Password just created
8. Click  on the top right to access SNAP Health Portal
9. Click on the words **SNAP Health Portal**
10. Flip page and follow the SNAP Health Portal steps

**OR**

### **B. ADD Student(s) to an Existing PowerSchool Parent Portal Account – use this option if you already have another student in district**

1. Go to the PowerSchool Parent Portal website: <https://woboe.powerschool.com/public/>
2. Log into the existing PowerSchool Parent Portal account
3. Click **Account Preferences** from menu on left
4. Click **Students** tab
5. Click **Add** button on top right
6. Complete information using the information on the above table
7. Click **OK**
8. Click  on the top right to access SNAP Health Portal

# Parent Instructions

9. Click on the words **SNAP Health Portal**
10. Flip page and follow the SNAP Health Portal step




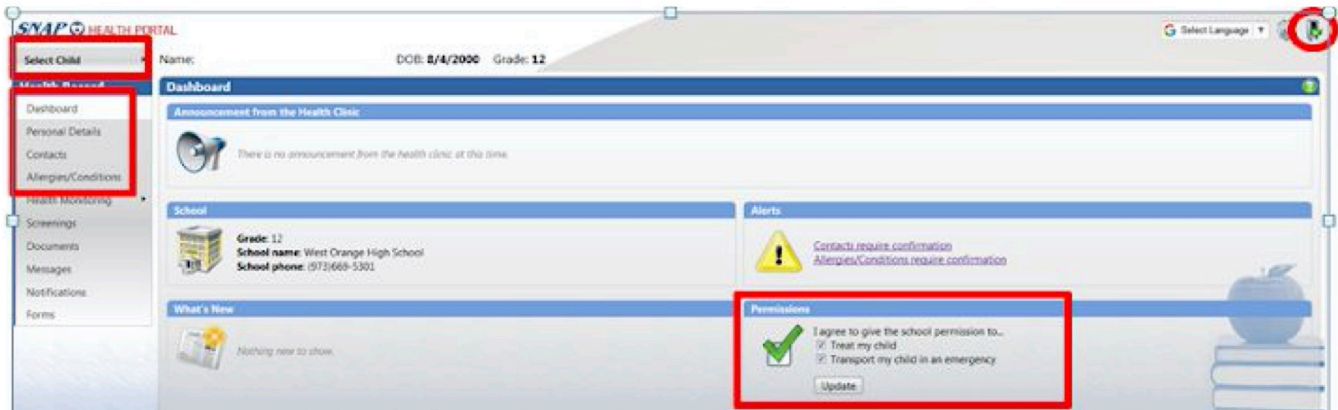
## SNAP Health Portal (School Nurse Assistance Program)

SNAP Health Portal is a web-based system that is easy, secure, and an effective way to review and update important health information, medical documents and to communicate with the school nurse.

1. Enter student **Date of Birth**
2. **Dashboard Page:** Complete Permissions section by checking “Treat my child” and “Transport my child in an emergency”; Click **Update**
3. **Personal Details Page:** Verify address and insurance information
4. **Contacts Page:** Review Parent/Guardian and Additional Contacts information, if information is accurate; Click **Confirm** button
5. **Allergies/Conditions Page:** Review / modify information, once accurate; Click **Confirm** button


### **If you have another child:**

6. Click **Select Child** on the top left to switch to other child; follow SNAP Health Portal steps 2-5
7. **Sign Out** of the SNAP Health Portal by clicking on the  icon (top right)



## SchoolMessenger App

School Messenger allows schools and school districts to inform parents/guardians about school-related emergencies, school closures, attendance or other school-related issues.

1. From the PowerSchool Parent Portal, click on the  icon from the menu on the left
2. If you receive a message “Your email address is not associated with any SchoolMessenger –enabled records or the email address listed needs to be changed, please contact your child’s School Counselor for students in grades 6-12 or the Administrative Assistant for students in grades K-5).

## Parent Instructions

3. **Sign Out** of the PowerSchool Parent Portal (top right)

**Detailed instructions for PowerSchool Parent Portal, SNAP Health Portal and SchoolMessenger App can be found on the District website under the “For Parents” tab.**