

**Wellington**

# Veracross Tutorial

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Navigate Veracross with these tips.

# Logging In

- You can log in by visiting <https://accounts.veracross.com/ws/portals/login> or clicking the login button on the top right corner of [wellington.org](https://www.wellington.org)
- If you cannot remember your username or password, you can click 'Can't access your account?' for a password reset.
- For optimal use, try Safari, Chrome or Firefox. Veracross does not work on Internet Explorer.



Wellington

USERNAME

PASSWORD

Log In

[Can't access your account?](#)

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# Homepage Sections

- **Upcoming** Calendar Events
- **My children** section leads to classroom sites, grades and teacher posts.
- The **message center** acts like a mailbox that holds copies of all emails you receive from Veracross.
- **Portal resources** include links to invoices, family profile and attendance records / requests.

The screenshot shows the Wellington Parent Portal homepage. At the top, there is a navigation bar with the school name 'Wellington' and links for 'Parent Portal', 'Messages', and 'My Calendar'. Below this is a secondary navigation bar with 'My Children', 'Student Invoice', 'My Calendar', 'Directories', and 'School News & Info'. The main content area is divided into several sections. On the left, the 'Upcoming' section displays a calendar grid for the week of March 25-29, with events listed for Wednesday, Friday, and Sunday. Below this is the 'My Children' section for a child named 'Little', featuring a profile picture and buttons for 'Classes & Reports', 'Daily Schedule', 'Recent Updates', and 'Assignments'. On the right, the 'My Household' section includes a link to 'Wellington's COVID-19 Update Site', a message center showing 'No unread messages', and buttons for 'My Calendar', 'Family Profile', 'Attendance Requests', and 'Student Invoice'. Below these are sections for 'Calendar Subscriptions', 'Athletic Calendar', 'School Links' (with links for 'US Counselor Appointment' and 'Directories'), and a 'Change Veracross Password' button. At the bottom right, there is a link for 'Today's Public Events'. Blue arrows are overlaid on the image, pointing to the 'Upcoming' section, the 'My Children' section, the 'Message Center', and the 'Attendance Requests' button.

Wellington

Parent Portal

Messages

My Calendar

My Children

Student Invoice

My Calendar

Directories

School News & Info

Home

Upcoming

WED - MAR 25

THU - MAR 26

FRI - MAR 27

SAT - MAR 28

SUN - MAR 29

LC.5\_Eng-1J.QZ

LC.5\_MATH-1J.CL

LC.5\_SS-1J.CL

LC.5\_Eng-1J.HW

My Children

Little

Info

Reports

Classes & Reports

Daily Schedule

Recent Updates

Assignments

CURRENT LOCATION  
(No School: NOSCHL: NO SCHOOL: Spring Break)

My Household

Wellington's COVID-19 Update Site

No unread messages

My Calendar

Family Profile

Attendance Requests

Student Invoice

Calendar Subscriptions

Athletic Calendar

School Links

US Counselor Appointment

Directories

Change Veracross Password

Today's Public Events

# Messages


- **Recent Messages:** Copies of emails sent to your groups
- The messages are text only, no attachments
- Subject lines in bold means they are not read in portal yet.


The screenshot shows the Wellington Parent Portal interface. At the top, a blue navigation bar contains the school name 'Wellington', a 'Parent Portal' home button, and several utility icons: 'Messages', 'My Calendar', and 'EC'. Below this, a secondary bar features 'My Children', 'Student Invoice', 'My Calendar', 'Directories', and 'School News & Info'. A notification box in the top right corner displays 'Unread message' with a blue square containing the number '1'. A large blue arrow points from this notification to the 'Recent' tab in the 'Messages' section. The 'Messages' section has a 'Mark All Read' button and tabs for 'Recent', 'People', and 'Categories'. The 'Recent' tab is active, showing a message from 'Jennifer Frim' with the subject 'Wellington: Spring Break is here!' and the date 'Wed, Mar 25'. A second blue arrow points from the 'Recent' tab to the bold subject line of the message.



# Calendar




- Customized for your family – only events for parents and your student(s).
- Click “Subscribe to Calendars” on portal homepage to receive calendar update alerts



 Calendar Subscriptions

Wellington Parent Portal 

Messages  My Calendar 

My Children Student Invoice  My Calendar  Directories  School News & Info



Household Calendar

February 2020

		Today								Day	Week	Month	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1							
	MS: Middle School Ski			MS: Antarctica Skype-Special	MS: Middle School Ski 9a Admis.: Merit Scholarship								
2	3	4	5	6	7	8							
Blood Drive	*LC.5_FRENCH-1.HW	*LC.5_PE-1.CP		8:30a Admis.: Middle School	MS: Middle School Ski	6:30p WPA Daughter Dance							
MS Special Schedule - COSI or	8:35a MS: Volcano Presentati			8:30a Admis.: MS US Prospect	Scholarship Friday								
MS: COSI - MS Special Schedu	6:30p Screenagers				7:45a WPA: Used Uniform Sal								
*LC.5_CHOIR-1.CL					4p Annual Spaghetti Dinner								
2:30p MS: Volcano Presentati													
7p US: WISE 11th Grade Paren													

# My Children

- 'My Children' section houses information about your student and their activities, including class schedule, reports, updates, and assignments.

The screenshot shows the Wellington Parent Portal interface. At the top, a dark blue navigation bar contains the text 'Wellington' on the left, a home icon followed by 'Parent Portal', a school logo with a dropdown arrow, and icons for 'Messages', 'My Calendar', and 'EC'. Below this is a secondary blue navigation bar with a 'My Children' button (highlighted in white), 'Student Invoice', 'My Calendar', 'Directories', and 'School News & Info'. The main content area features a student profile for 'Little' with a photo. To the right of the photo are four menu items: 'Classes & Reports', 'Daily Schedule', 'Recent Updates', and 'Upcoming Assignments'.

# Classes & Assignments

- **Daily Schedule** is a listing of your student's class schedule.
- **Assignments** are a listing of your student's major assignments, tests, and due dates

Wellington Parent Portal

My Children Student Invoice My Calendar Directories School News & Info

Student Overview Daily Schedule Recent Updates Assignment

Little

Friday, Mar 27 Monday, Mar 30 Tuesday, Mar 31 Wednesday, Apr 01

CLASS DETAILS: + SHOW - HIDE 1 ASSIGNMENTS DUE 0 ASSIGNMENTS DUE 1 ASSIGNMENT 1 ASSIGNMENTS DUE

Class	Friday, Mar 27	Monday, Mar 30	Tuesday, Mar 31	Wednesday, Apr 01
<b>5-1 English</b> <i>Mrs. Jennifer Frim</i> view website view all assignments	HOMEWORK DUE			
<b>5-1 Explorers of the Wc</b> <i>Mr. Berc Backhurst</i> view website view all assignments				
<b>5-1 Social Studies</b> <i>Mrs. Jennifer Frim</i> view website view all assignments			HOMEWORK DUE	QUIZ DUE
<b>5-1 French</b> <i>Mrs. Lissa Wade</i> view website view all assignments				
<b>5-1 Math</b> <i>Mrs. Jennifer Frim</i> view website view all assignments				

# Recent Updates

- The **recent updates** section shows a holistic view of assignments, quizzes and due dates by day.

Wellington

Parent Portal

Messages My Calendar EC

My Children Student Invoice My Calendar Directories School News & Info


Student Overview Daily Schedule **Recent Updates** Assignments

Wednesday, Mar 25

<b>NEW ASSIGNMENT</b>	<b>QUIZ</b>	<b>DUE DATE</b>
5_SS-1J: 5-1 Social Studies Mrs. Frim	Continents quiz	Wed, Mar 25
<b>ASSIGNMENT DUE</b>	<b>QUIZ</b>	<b>DUE DATE</b>
5_Eng-1J: 5-1 English Mrs. Frim	Short Story Quiz	Wed, Mar 25
<b>ASSIGNMENT DUE</b>	<b>CLASSWORK</b>	<b>DUE DATE</b>
5_MATH-1J: 5-1 Math Mrs. Frim	Fake assignment #1	Wed, Mar 25
<b>ASSIGNMENT DUE</b>	<b>CLASSWORK</b>	<b>DUE DATE</b>
5_SS-1J: 5-1 Social Studies Mrs. Frim	Fake SS assignment #1	Wed, Mar 25

Tuesday, Mar 24

<b>ASSIGNMENT DUE</b>	<b>HOMEWORK</b>	<b>DUE DATE</b>
5_SS-1J: 5-1 Social Studies Mrs. Frim	Fake Assignment #2	Tue, Mar 24
<b>ASSIGNMENT DUE</b>	<b>CLASSWORK</b>	<b>DUE DATE</b>
5_Eng-1J: 5-1 English Mrs. Frim	Short Story Reading	Tue, Mar 24





# My Family

- **Daily Schedule** is a listing of your student's class schedule.
- **Assignments** are a listing of your student's major assignments, tests, and due dates

The screenshot shows the 'My Family' section of the Wellington Parent Portal. At the top, there is a navigation bar with 'Wellington' on the left and 'Parent Portal' in the center. To the right of 'Parent Portal' are icons for 'Messages' and 'My Calendar'. Below this, a secondary navigation bar contains 'My Children', 'Student Invoice', 'My Calendar', 'Directories', and 'School News & Info'. The main content area is titled 'Household Profile' and includes a sub-section for 'Parents'. Under 'Parents', there are instructions and a 'Review and Edit' button. Below the instructions is a search bar for actions. At the bottom, there are two links: 'My Personal Contact Information' (with sub-links for Emily and John) and 'My Children's Contact Information' (with sub-links for Gerry and Little).

The screenshot shows the main dashboard of the Wellington Parent Portal. At the top, there are icons for 'Messages', 'My Calendar', and 'EC'. Below this is a 'School News & Info' section. The main content area is titled 'My Household' and includes a blue button for 'Wellington's COVID-19 Update Site'. Below this is a 'No unread messages' notification. There are several tiles for 'My Calendar', 'Family Profile', 'Attendance Requests', and 'Student Choice'. A large blue arrow points upwards from the 'Student Choice' tile. Below these tiles are 'Calendar Subscriptions' and 'Athletic Calendar' sections. The bottom section is titled 'School Links' and includes 'US Counselor Appointment' and 'Directories'. At the very bottom, there is a 'Change Veracross Password' button.

# Directories

- Families, students, and faculty/staff can be searched and browsed by clicking on the tabs and typing in either a first or last name.
- Tabs distinguish different types of directories available for search:
  - **Students:** Search by name, grade, housing; includes picture and parent information
  - **Households:** Search by student last names or nearby households, includes sibling names
  - **Faculty:** Search by department, includes all staff and faculty

Wellington Parent Portal

My Children Student Invoice My Calendar Directories School News & Info

DIRECTORY HOMEPAGE Household Directories

Students Households Faculty & Staff

Please do not share directory information with anyone outside our community.

Search by First Name Search by Last Name Search

### General Directories

GENERAL	TYPE
<a href="#">All Student Households</a>	Households
<a href="#">Nearby Student Households (&lt; 10mi)</a>	Households

### Browse Categories

Households by Grade Level 15 Directories

Households by Division 3 Directories



# Questions about Veracross?

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