

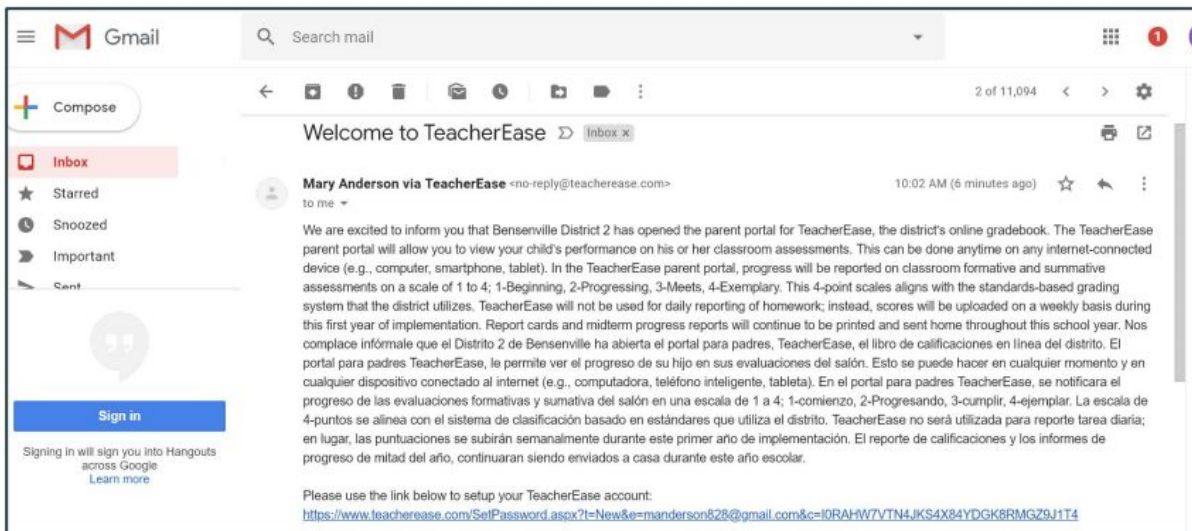
# How to Access TeacherEase Parent Portal

## What is TeacherEase?

- TeacherEase is VSNB’s online Student Management System for attendance, communication, and Progress Reports.

## Parent Login Procedures

- A welcome email from Teacherease was sent to parents.
  - If you had an account last year, please go to [teacherease.com](http://teacherease.com) and use the same login information. You can skip to the next section, “To Access Report Cards.”
  - Parents must have an email account on file with the school to be able to have a Teacherease account.
  - If you need a welcome email re-sent, please contact your school’s main office at [info@vsnb.org](mailto:info@vsnb.org).
  - Parents with multiple children will use one login to see all children’s information.



- After clicking on a link from the welcome email, it will ask you to create a password
  - For any future logins, you will go to [teacherease.com](http://teacherease.com) and login with an email address and new password.
  - If you have a Gmail address, you may click the “log in with Google button”
  - On the first login, it will bring you to the “Update Profile” page

- Choose the preferred language and click Save

## To Access Report Cards

- Select the 2019-20 Academic Year [In the upper right-hand corner of your screen, click on the photo of your student and select the year from the drop-down menu; if you have more than one student, when you click on the arrow you will see your other student(s)]
- Click on Academics (if you do not see the Academics section, click on the three lines in the upper left corner to access the drop down menu.)
- You can also use the “Quick Links” grid, and click on “Report Card”
- Select Report Cards



# Report Card Page

- Shows PDF of most recent report card
  - Mid term progress reports have been eliminated and will no longer appear.
- Click “view” next to the report you want to view
  - PDF will be displayed

