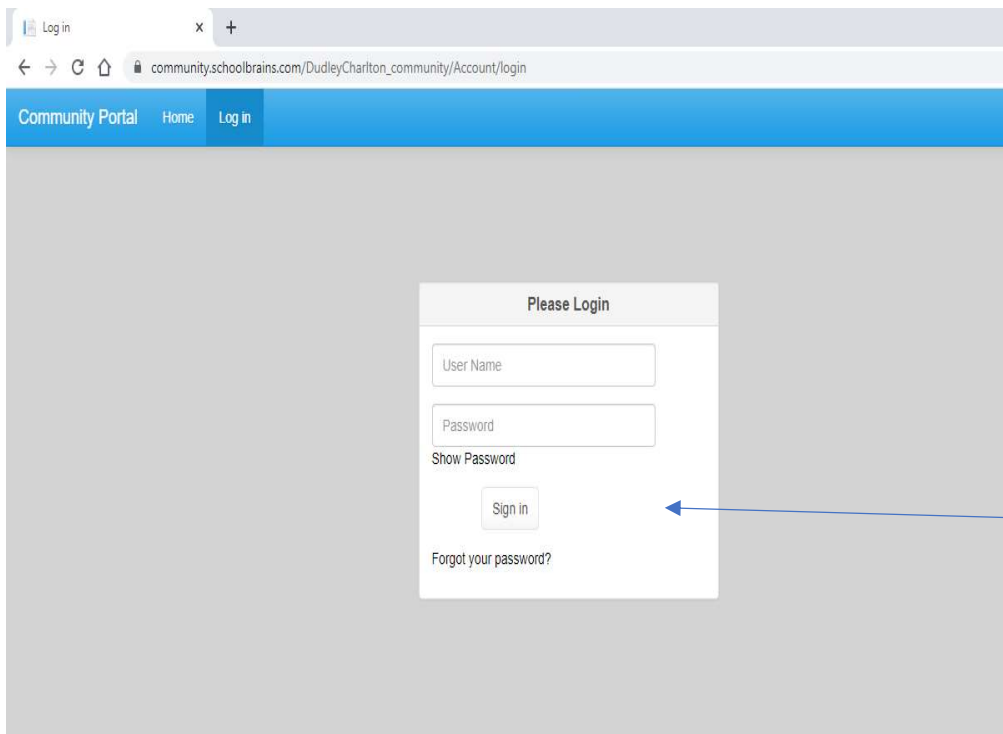


## ACCESSING THE PARENT PORTAL

Go to [https://community.schoolbrains.com/DudleyCharlton\\_community/Account/login](https://community.schoolbrains.com/DudleyCharlton_community/Account/login)

Brings you to Community Portal - **Log in Screen**



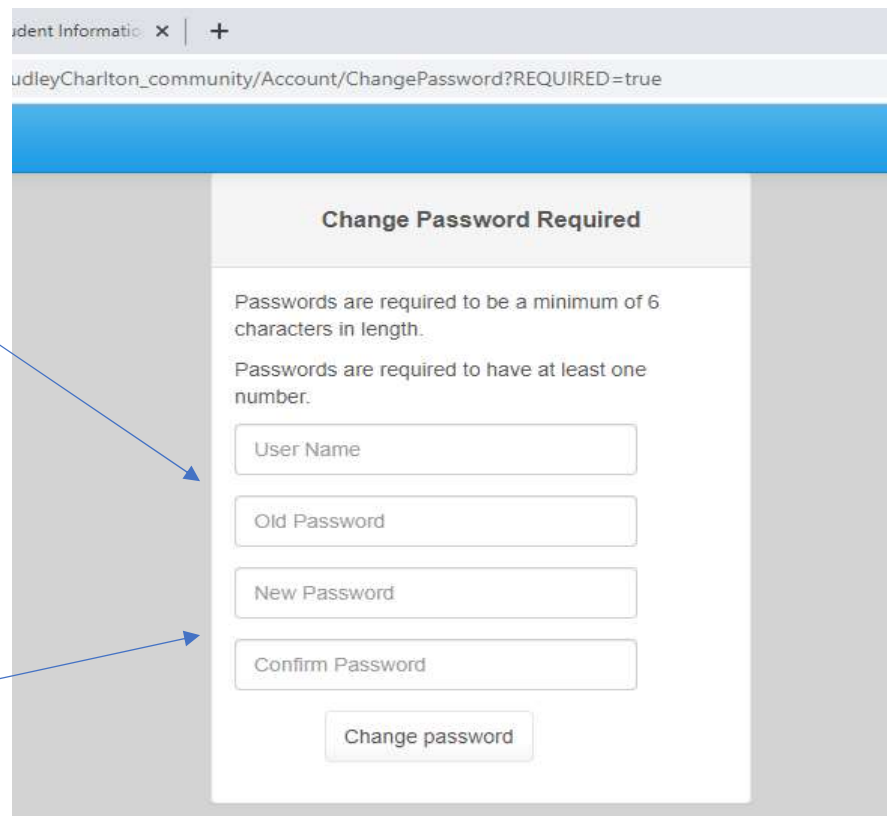
Enter the credentials (User Name & Password) supplied to you in the email message

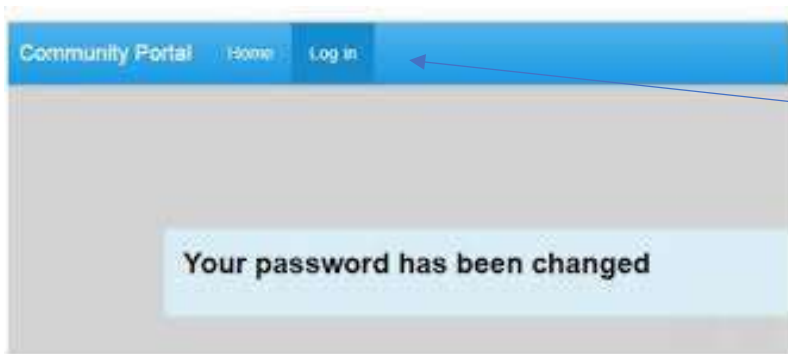
Click **Sign in**

You will then receive the *Change Password* screen where you must select your own, secure, password.

**User Name** Always stays the same  
**Old Password** – the one issued  
**NEW Password** – enter a secure password (If you lose your user name and password, you must contact your child's school and ask for it to be reset)

**Confirm Password** – the secure password you just created  
Click **Change password** You will see this screen that indicates that your password has been changed.





Click **Log in**

A screenshot of a login form titled "Please Login". It features two input fields: "User Name" and "Password". Below the "Password" field is a "Show Password" checkbox. A "Sign in" button is positioned below the checkbox, and a "Forgot your password?" link is at the bottom of the form.

Now you have been brought to the *Please Login screen*

Enter your **User Name** (it never changes) and **NEW Password** (the one you just created).

Click the **Sign in** link

**You can now select the dropdown under your child's name to access their information. If any information is incorrect, please contact that child's school.**