

# Navigating the Gradelink Parent Portal

## **First Time : Student Registration**

1. Visit our school website <http://www.myuniversalschool.org>.
2. Click on the Admissions tab at the top of the page.
3. Select “How to Apply”
4. First complete the Financial forms and attach a voided check.

**Copy and Paste the link below into a New Web Browser to complete electronically**

[formswift.com/self-serve-recipient-builder?documentType=ct-bObWM2Fy6G26TtwiifqTYGGOWqsY8YHJ](http://formswift.com/self-serve-recipient-builder?documentType=ct-bObWM2Fy6G26TtwiifqTYGGOWqsY8YHJ)

5. Next you will need to submit the online enrollment application for your child(ren) through Gradelink.

**GO TO THE THE WEBSITE BELOW TO COMPLETE THE ONLINE APPLICATION**

**WWW.GRADELINK.COM**

Please be prepared to update/correct any of the following information (a valid email address is required to create an active Gradelink account):

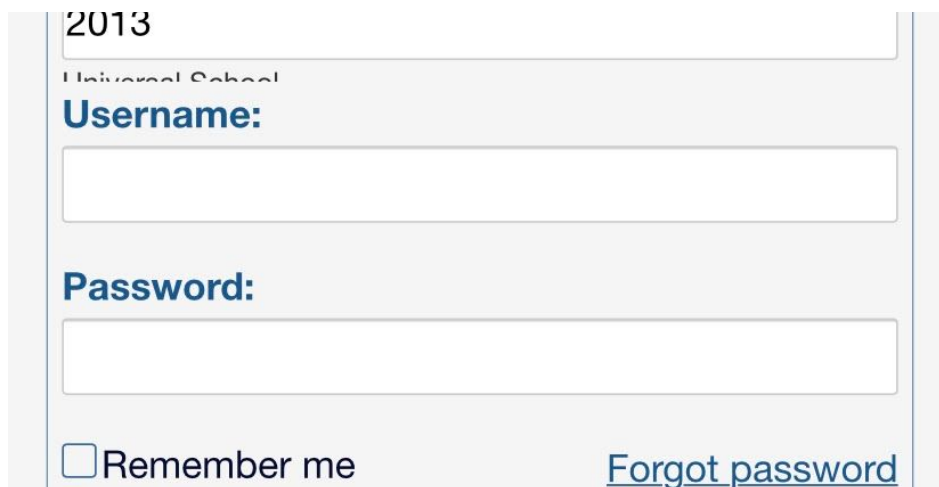
The screenshot shows the Gradelink parent portal interface. At the top, there is a navigation bar with the Gradelink logo and the text "Use the form below to re-enroll your child" and a link "Have a new student to enroll?". On the left, there is a vertical menu with various options: Communicate, Calendar, Grades, Assignments, Transcript, Alerts, Attendance, Discipline, Re-Enroll (highlighted), Billing, and Service Hours. Below the menu is a "Get Mobile App" button. The main content area is titled "Application/Registration..." and contains the following text: "Thank you for updating your student information. Please fill out the fields on each page as completely as possible and press Continue to proceed to the final submission page. Your changes are saved automatically as you continue through the pages. You may go back to review and correct entries using the Back button or the page buttons above. The system will alert you if a required field is missed. To save time, some of the fields will be pre-populated from our current records. Other fields will require a fresh entry, such as all phone numbers, to ensure that our records are up-to-date, accurate, and consistently formatted. You must complete each section before continuing to the next page." At the bottom right, there is a "Continue" button.

## **Logging in to the Parent Portal After Registration:**

1. Visit the website: <http://www.gradelink.com> or open the Gradelink Mobile App

WWW.GRADELINK.COM

2. Click on the Login link to access the Login Page.
3. If prompted for a School ID use: **2013**
4. Enter your Username and Password
5. Click the Submit button to Log in.



2013

Universal School

**Username:**

**Password:**

Remember me [Forgot password](#)

If you do not know your Username and Password please contact the school office.

6. Click on the Alerts button in the left pane.
7. Select the appropriate class in the top pane. Now you're ready to check your child's grades!

Modify the alert settings as necessary.

Once you have successfully logged in, **please be sure to change your password to something secure and write it down so that you will remember it for security purposes.**

If you have any questions, please contact administration by phone 716-597-0102 ext 103 or email at [admin@myuniversalschool.org](mailto:admin@myuniversalschool.org).