Sage Hill School Portal & Online Resources

Introduction to Portal

NEW PARENTS: Please use the username and password you used to sign your Enrollment Contract to access https://shs.onelogin.com, emailed to you the first week of March and beginning “P22…”. The first login, you will be asked to fill out some verification questions in case you forget your password. Optionally you can also add your cellphone number.

RETURNING PARENTS: please continue to use the User ID you were issued, even if your oldest student has already graduated.

1. Visit https://shs.onelogin.com. We recommend bookmarking this site; your User ID will be used to access grades, school forms, and other vital school services.

2. Enter your User ID.

3. For those families with a child enrolled last year, even if that child graduated, your password is the same one you used last year. If you forgot it, use the “Forgot Password?” link on the Portal Page.

4. Once you’ve successfully logged in, you will see the Portal Home page.

- CANVAS: Canvas houses all academic courses, assignments, and daily grades. Parents are linked to their student’s profile and can view their student’s courses and grades any time. (NOTE: CANVAS may not be available until the start of the school year.)

- RECORDS:
  - Your family’s contact information
  - Student attendance records
  - Quarterly report cards & instructor comments
  - Student Directory
  - Program Registration (for spring, summer, off-season athletics, etc.)

- HEALTH FORMS: Magnus Health is the location for families to complete the School Forms required for attendance to Sage Hill School. Instructions are available on www.sagehillschool.org/technology. The forms will become available in April.

For general technology assistance, contact the Sage Hill Help Desk at helpdesk@sagehillschool.org or during normal business hours at (949) 219-1325.
Canvas & Records
(Available at the start-of-school.)

When you click CANVAS:

1. You will be able to see a list of all of your student’s courses and groups. In our example below, Harry is only enrolled in the Library Course:

2. Clicking a course will give you access to the syllabus, course content, assignments, and grades.
When you click **RECORDS**, you can access:

- your student’s schedule
- your student’s attendance
- your student’s Marking Period Grades and Comments
- your student/family information

To request changes to your contact information, you can select the “My Profile” option under “Settings.”

Later in the year, you will also be able to use RECORDS to access:

- “Program Registration” (for Spring at Sage or Summer at Sage)
- “Enrollment/Re-enrollment” for re-enrollment contracts.

Canvas Help and Questions

For questions regarding **Canvas**, contact the Help Desk or your student’s advisor. You can also click the “Help” link in Canvas for assistance from the Dean of Academic Technology.

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