Saint Mary’s High School

Parent User Guide for My School App
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First Time Login

- Go to: stmary.myschoolapp.com
- Click “Forgot login or First time logging in?”
- Input the parent email address that was provided to the school.
- Check the username and password boxes
- Click send
• The following screen appears for you to input your first and last name

![St. Mary's High School Login Screen]

- Parents will receive two emails:
  - **Username Request**
    - Provides the parent their username
  - **Password Request URL**
    - Provides a link for the parent to reset their password
- The next time you login input your username and the password you created
- Note if you receive any errors please contact helpdesk@stmary.ws for assistance
Parent’s Landing Screen

- The Parent Landing page is *Recent Activity*
  - Provides a stream of news items tailored to your child and their classes and extracurricular activities

- *Featured Content*
  - Offers pinned news items of important school events
Parent Account Settings

- In the upper right hand corner of the screen click the arrow next to the parent’s name and the drop down will appear

- **Profile** shows the personal information the school has on file about the parent

- **Files and Forms**
  - Parents may review/print previous completed electronic forms
- **Settings**
  - Where parents can set notification preferences

- Click **Notifications** to setup email/text alerts

- Check the boxes for the notifications you would like to receive
  - Please note *Announcement Posted, Game Reminder, Practice Reminder, & News Posted* require the user to click setup options and choose the groups they wish to receive notifications for.
• Setup Options are shown below and parents can further delineate what types of notifications they wish to receive

![Notification Options](image)

• Please note for every notification you opt-into you will receive emails/text for all new postings.

• **Text Notification Setup**
  • To opt into receiving text notifications click the key under Text Number and the following screen appears:

![Edit Text Enabled Device](image)

• Enter your full ten digit cell phone number and select your wireless provider
  o You will receive a text message with an activation code *(note that this can take upwards of 5 minutes)*
  o Return to the notifications page to complete the verification process
Student Progress Page

- Click the name of your child, or if a parent of multiple students, click the drop down *Children* and select the child you wish to view. The following screen appears:

- **Progress** is the student landing page. It is used to access
  - Report Cards
  - Review student performance in classes
  - Ability to message teachers
  - Review attendance and discipline
  - Identifies the student’s guidance counselor
  - Provides information for any of the student’s extracurricular activities & sports teams
• Schedule
  o Identifies the student’s daily class schedule

• Assignments
  o Lists student’s current and past homework assignments/tests

• Conduct
  o Review of any student infractions, including date, type, and if served

• Course Requests
  o Not currently used at this time

• Contact Card
  o Displays the student’s biographical information
  o Parent’s can add new emergency contacts by clicking the edit button

Accessing Grade Detail Information

• On the Progress page click see grade detail to review students performance on homework, test, quizzes, etc. Below is an example of what will appear.
Class Bulletin Boards, Topics, & Assignments

- Click on the name of a class from the Progress Page
  
  - You will land on the Class *Bulletin Board*
    - Bulletin Board provides critical dates and class information
• Topics
  o A place for teachers to provide information on the classes curriculum and areas of studying, including videos narratives and other resources for students.

• Assignments
  o All homework, exams, and quizzes are posted under assignments.
  o Click on the individual assignments for further detail.
  o Note ONLY shows assignment for the single course you are viewing.
    ▪ To see assignments for all courses return to the progress page and choose assignments
Resources

- Resources provides access to forms and critical information
  - Health and Sports Forms
  - Access to information about cafeteria food service
  - Student Handbook
  - Printed School Calendar
  - Course Selection Book
  - School Photos

Calendar

- Provides you with your child’s schedule and information about games, after school activities, and other school events