

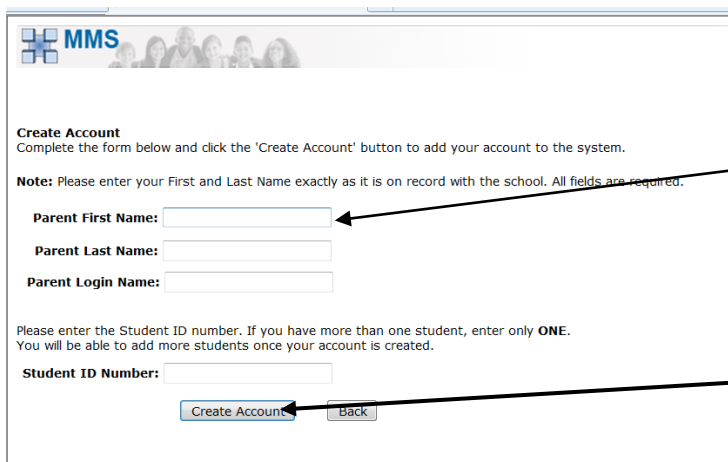
On the **St. Margaret Mary Web Site** under **Site Shortcuts** click **On-Line Grade Portal**.

Once you click the link the login screen will appear; you will need to create a new account; under the Login in Option click **'Create Account'**.



Select click here

Once you select **'Create Account'** the window below will appear.



The parent First and Last name must be entered exactly the way we sent it to you in your e-mail.

Click Create Account

You must enter the following information the way it is entered in our database:

Parent First Name:

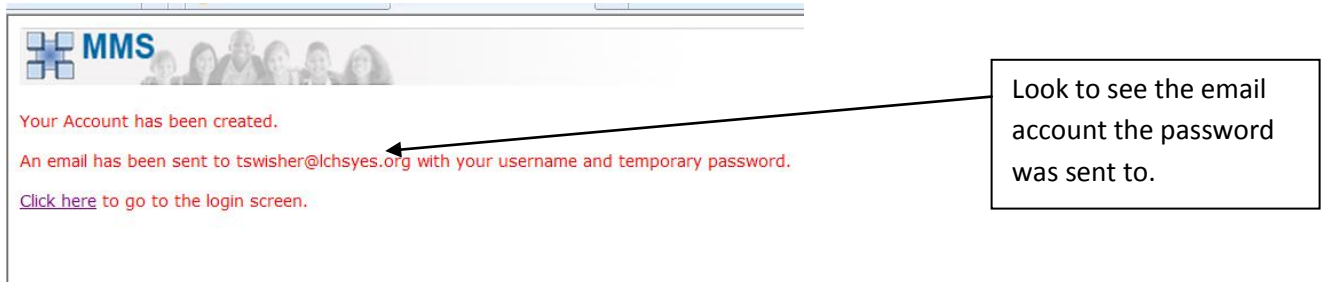
Parent Last Name:

Parent Login: **YOU WILL NEED TO CREATE A USER LOG IN HERE** – use something you will remember

Student ID Number:

Once all the information is entered, select **Create Account**

After **Create Account** is selected the following screen will appear. You will need to retrieve a temporary password which will be a seven digit password from the email listed on this screen.



The message below is an example of the email you will receive with your temporary password.

Parental Access for <http://206.82.30.70/admin>
admins@lchsyes.org [admins@lchsyes.org]
To: Terri Swisher

Cc:

Your login information for
<http://206.82.30.70/admin> is:

Username: jsmith
Password: 2937340

The first time you login, you will be required to change your password.

Once you have your numeric password, select **Click Here** to go to the login screen from above. The following screen will appear. You will enter the **username** you just created and the **password** you retrieved from you email account, then select **Login**.



Now you can create a unique password (for security reasons the password should contain both letters and numbers):

1. Type in the password that was sent to you in the text box next to Old Password.
2. Type your new password in the text box next to New Password.
3. Re-type your new password in the text box next to Confirm New Password.

4. Click change password.

Change Password

Since this is the first time you are logging in, you must change your password.



Old Password:

New Password:

Confirm New Password:

Your password must be at least 1 character long.

Once you click Change Password word, you will be logged on your parent account.

MMS v3.0.11  Logged in as: Smith, John School Year: 13-14 [Log out](#) 

[Students](#) [My Account](#)

[View Cafeteria Account](#)

[Sara Smith \(701 Lancaster Catholic High School\)](#)

Once you login here you will have a screen that has your child's name click your child's name. The next window will include your child's schedule and current quarter grade. Click any of the courses for a detailed report of your child's progress.