Saint Mary School is proud to offer PowerSchool as our school's Student Information System. This system is being implemented system-wide at the Archdiocese of Chicago. Its robust interface allows teachers, parents, and students to constantly be able to check up on school happenings including grades, attendance, and announcements. This step-by-step guide is meant to help parents in logging into PowerSchool and getting the general feel for navigation. Should you have any specific questions or issues with your account, please contact the school office for assistance or email smshelp@stmarybg.org

PowerSchool

Parent Sign In

Username

Password

Having trouble signing in?

Sign In

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more.

Create Account

To Access PowerSchool for the First Time

First time users will need an access code for each student they wish to register for. You should have received an access code at the Parent Open House Night. If you did not receive or need the code again, contact the school office.

1. Log in to the PowerSchool portal by going to **archchicago.powerschool.com/**

If you have a username and password, enter it at this time.

2. As a new user, click on "**Create Account**."

3. As a Fill in your information in the boxes requested.

4. When asked to link student accounts, enter the **student's name** (First and Last).

5. Enter the **Access ID** followed by the **Access Password**.

6. Under **relationship**, choose the best fitting description. This information is available only to administrators.

7. Once you have completed these steps successfully, **click on submit,** you should be taken to a log in screen. Use your information from step 3 to access your account.

Create Parent Account

First Name	
Last Name	
Email	
Desired Username	
Password	
Re-enter Password	

Password must:

•Be at least 6 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

	Student Name	Access ID	Access Password	Relationship
1.				-- Choose
2.				-- Choose

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

Parent Sign In

Username

Password

Having trouble signing in?

Sign In

After you have linked students, you can always log in by going to

archchicago.powerschool.com

OR

school.stmarybg.org
click on the PowerSchool logo.

ONCE IN POWERSCHOOL

PowerSchool's default page is to an attendance page. Use the links located to the left to view various information. To select a different child, click on the child's name on the upper left-hand corner.

CLICK A LINK TO FIND MORE

Click on any colored words to view additional information about that particular area. For example, under Absences, if you click on the number 2, you will find more details about the 2 absences this particular student has.

PASSWORD CHANGE

You can change your password, account information, and students by using the "Account Preferences" tab.

RECEIVE
EMAIL UPDATES

You can choose how often you receive email updates. You can set it so that every change made, you receive an email. This will include class attendance, input of a grade, school announcement posting, and more.

Please remember, students will have their own log in information that will be given to them at school. Their log in information will only allow them to see their information. Please do not give your child your personal access to your own PowerSchool log in.