



# Saint Mary School

Technology Department  
PowerSchool Parent Portal  
[smsbelp@stmarybg.org](mailto:smsbelp@stmarybg.org)

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 [smsbelp@stmarybg.org](mailto:smsbelp@stmarybg.org)

**PowerSchool**

**Parent Sign In**

Username

Password

[Having trouble signing 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.](#)

## 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/](http://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. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>

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?](#)

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

[archchicago.powerschool.com](http://archchicago.powerschool.com)

OR

[school.stmarybg.org](http://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.

**Grades and Attendance: Demo, Bob**

Exp	Last Week					This Week					Course	T1	T2	T3	Absences	Tardies						
	M	T	W	H	F	M	T	W	H	F												
P2(Mon-Fri)						AU	AH				7th Grade Grammar	--	--	--	2	0						
<b>Attendance Totals</b>																						0

Current Current GPA GPA (T1):  
[Show dropped classes also](#)

M	T	W	H	F	M	T	W	H	F	Absences			Tardies	
										T1	YTD	T1	YTD	
											0	0	0	0
<b>Attendance Totals</b>										0	0	0	0	

## 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.

**Account Preferences - Profile**

If you want to change the name, e-mail address, username or password associated with your Parent corresponding Edit button to make changes to your username, or password.

**First Name:**   
**Last Name:**   
**Email:**   
**Select Language:**   
**Username:**    
**Current Password:**

## 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.

Attendance  
 Grade History  
 Attendance History  
 Email Notification  
 Teacher Comments  
 School Bulletin  
 Class Registration  
 Balance  
 My Calendars

**What information would you like to receive?**

Summary of current grades and attendance  
 Detail report showing assignment scores for each class.  
 Detail report of attendance.  
 School announcements.  
 Balance Alert (Note: will only be sent when student is low on funds).

**How often?**

**Email Address**

**Additional Email Addresses**   
(separate multiple email addresses with commas)

Apply these settings to all your students?  
 Send now for Bob?

*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.*