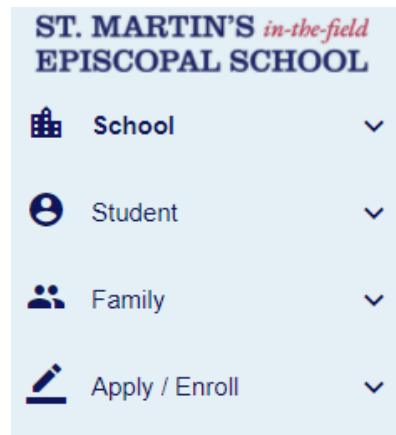## 2021-22 Parent Portal Instructions

The St. Martin's Parent Portal can be used in many ways, such as to update emergency contact and health information, access grade reports and view the parent and student directory. Below are basic instructions.

How to Log in to the Parent Portal
- Go to https://stmartinsmd.org/community/parents-corner/
- Click on "FACTS Parent Portal" icon.
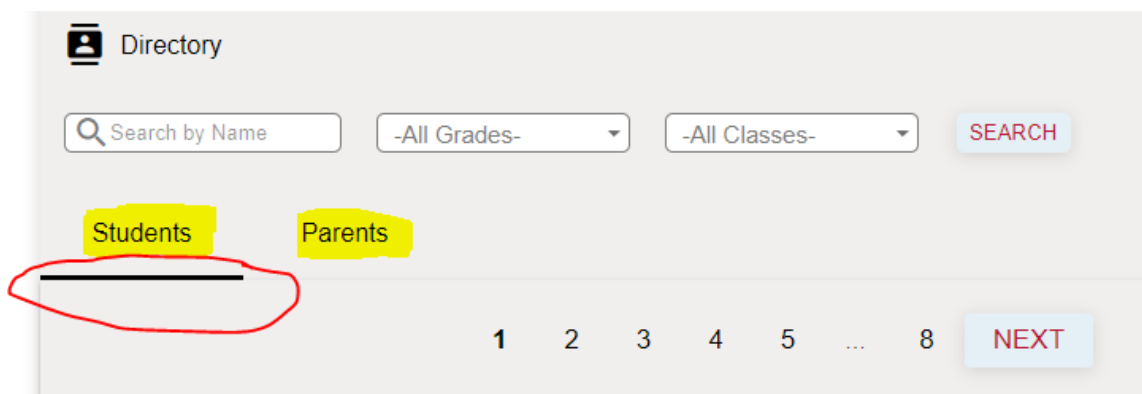- Enter District Code: STM-MD, username & password to log in as a parent.

How to Navigate the Parent Portal
This menu will appear on the left side of the screen:

Use "Family" to view/update student information, student medical information, parent information, emergency contacts, transportation information and grandparents. To make updates, click "Family" > "Family Home" > "Family Demographic Form" and then follow prompts. Be sure to scroll to the bottom of each page to click "Save" after making any changes.

Use "School" to access the Student & Family Directory. Click "School" > "Directory" and then select whether you'd like to search for student or parent information using the black line (see below) or by grade/class using the drop-downs:

Use "Student" to access your child/ren's medical information, class schedule, teacher contact information and (for Middle School) gradebook. One way to view your child's grades is to click "Student" > "Student Home" > then select the correct child (if you have more than one) from the drop-down at the top. You'll see a list of classes on the right side of the page. Click on the class to see details. Be sure that "Gradebook Report" is selected at the top.

Note that not all categories are populated with information and that there are many ways to navigate these pages.