

Introduction to Cornerstone: For Parents

Cornerstone is the program that we will be using for you to access your students' information. The system will allow you to look at assignments and grades, report cards and attendance for your student(s), as well looking at their profiles, schedule and course information. You must have access to the Internet to get to Cornerstone.

Login

You will be provided a username and password by your child's school. You will use this information to log in and access your child's information. Please keep your username and password secure to prevent anyone else from accessing your child's school information.

1. Open the Cornerstone website in your Web browser (e.g., Internet Explorer, Firefox, Safari).
💡 **HINT:** This URL should be provided by your school.
2. In the *Login to Cornerstone* section, in the *Username* text box, type your username.

3. In the *Password* text box, type your password.
💡 **HINT:** Passwords in Cornerstone are case sensitive.
4. Click *Login*.
You are logged into Cornerstone and the *Home* page is displayed.

The Home Page

The *Home* page is the first page you see upon logging in, and it gives you an overview of important information. Please note that there are two different views for the *Home* page. You can select the view that you prefer and switch between the two at any time.

To switch between views:

1. Click the *Switch to (View Name)* button in the upper right.

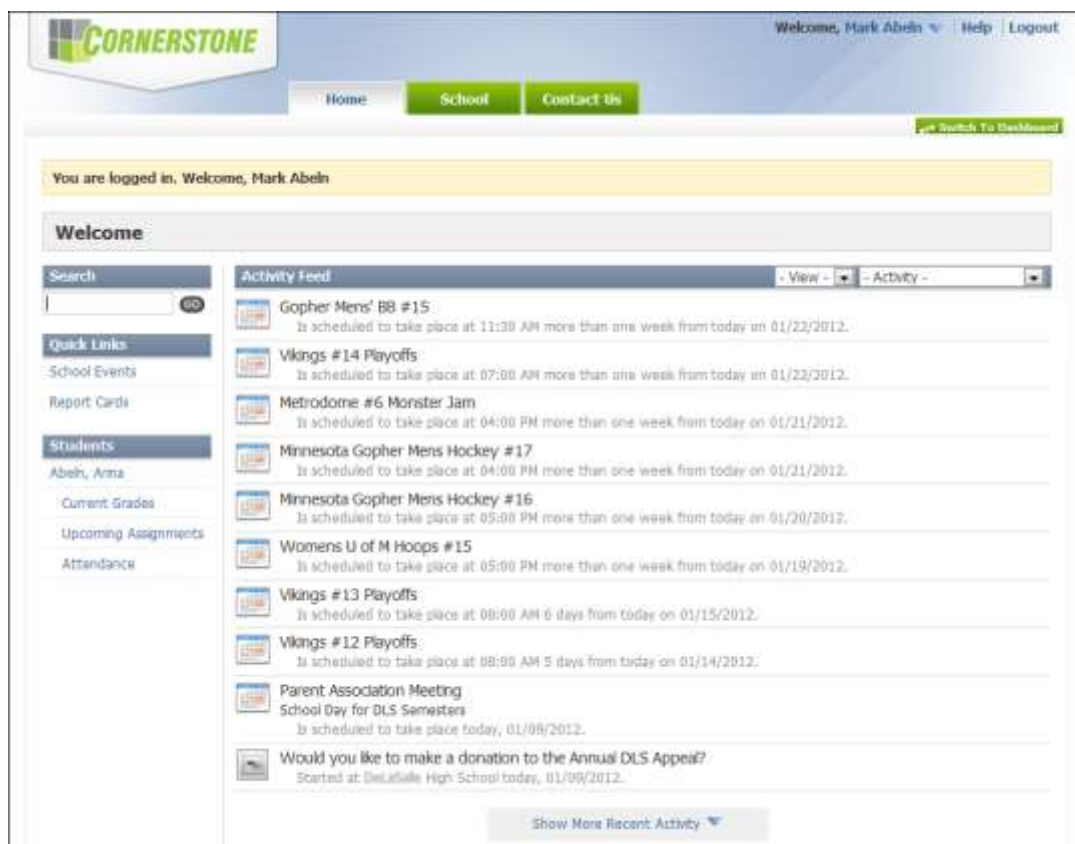


The new view appears.

2. To return to the original view, click the *Switch To (View Name)* button again.

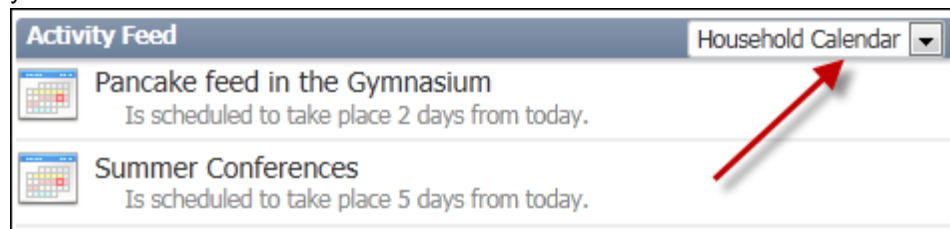
The Activity Feed View

The Activity Feed view will provide you with an activity feed of recent and upcoming events, as well as quick links to important information.



The main section of the page will display a news feed with a variety of information. You can use the *Activity* drop down menu in the upper right to select the type of information

you would like to view.




The left side of the *Home* page will display a search feature and links to jump quickly to specific information you may want to view. The search feature will allow you to search for a specific page or for student information.

The Dashboard View

The Dashboard view allows you to customize your home page by adding and moving a variety of sections call “widgets.” Each widget will display a specific type of information, and most will provide you with a snapshot of information about your student(s). In the image below, each section with a blue header is a specific widget.

Course Section	Current Grade	Grade
301 Algebra 1 - 7		A
301 Algebra 1 - 7		No Scores Posted
191 English 9 - 1		No Scores Posted
101 English 9 - 1		A
201 Introduction to Visual Arts - 8		A
201 Introduction to Visual Arts - 8		No Scores Posted
10 Lunch - 5		No Scores Posted
10 Lunch - 5		No Scores Posted
1 Mentor Program - Lyngen		No Scores Posted
501 Physical Education 8 - 3		B-
601 Physics 8 - 4		No Scores Posted
601 Physics 8 - 4		D+
801 Sacred Scripture - 2		B-
001 Sacred Scripture - 2		No Scores Posted
405 Spanish 1 - 6		B+
405 Spanish 1 - 6		No Scores Posted
710 World History/Geography - 3		No Scores Posted

To customize your Dashboard:

- To move a widget, click and drag it to the new position.
 **NOTE:** When you release your mouse, the other widgets will move to make room for the one you just moved.
- To add a new widget to the Dashboard,

- a. Click the *Display Preferences* link.



A list of widgets appears.

- b. For any widget you want to appear on your Dashboard, select the checkbox.
3. To hide a widget that appears on your Dashboard,
 - a. Click the *Display Preferences* link.



A list of widgets appears.

- b. For any widget you want to hide, deselect the checkbox.
- 💡 **HINT:** Deselected checkboxes do not have a check inside them.
4. To save any changes, click the *Save* link.

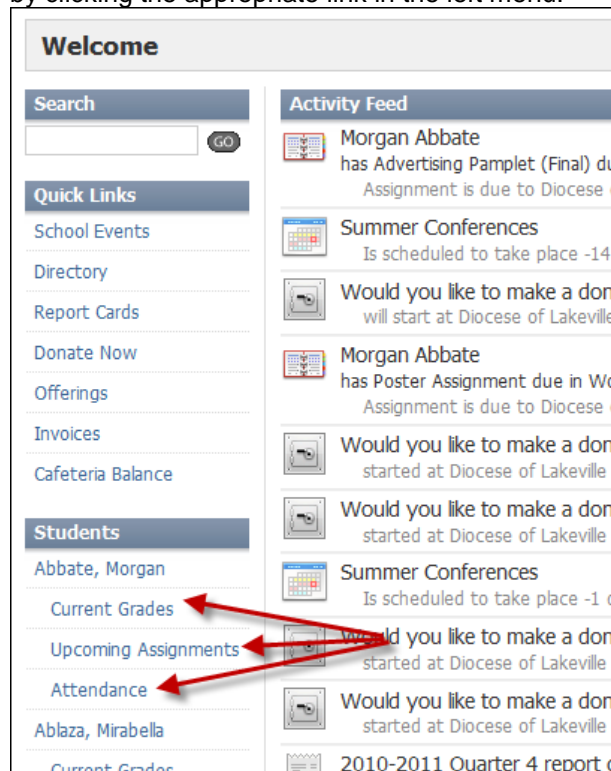
💡 **HINT:** The *Save* link will not appear until you have made changes. Once you have made changes, the *Save* link will appear next to the *Display Preferences* link.

Viewing Student Information

You can jump to information about your students from several locations in the system.

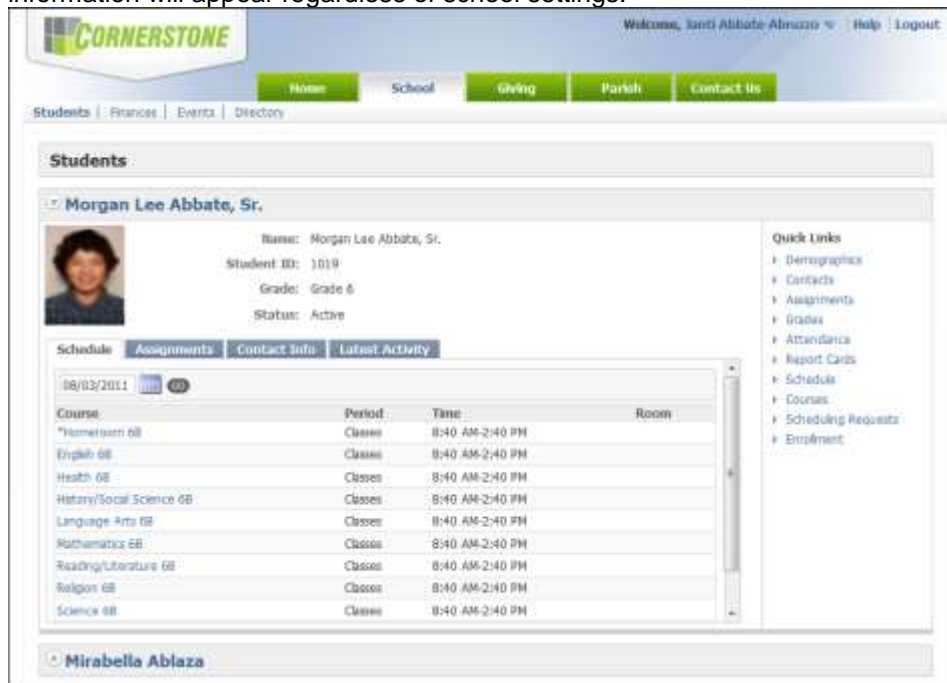
- From the Activity Log view of the *Home* page, you can open a popup window with a summary of information including current grades, upcoming assignments or attendance

by clicking the appropriate link in the left menu.



- To open your student's entire profile, where you can view any information related to your student(s),
 1. From the left menu in the *Home* tab, click the student's name.
 - 💡 **HINT:** This option will only be available if you are using the Activity Log view.
 - OR**
 - Select the *School* tab.
 - The *Students* page appears by default, with panels for each student.
 - ✎ **NOTE:** Depending on how your school uses Cornerstone, you might not see all the tabs and links that are displayed in this image. However, your student's

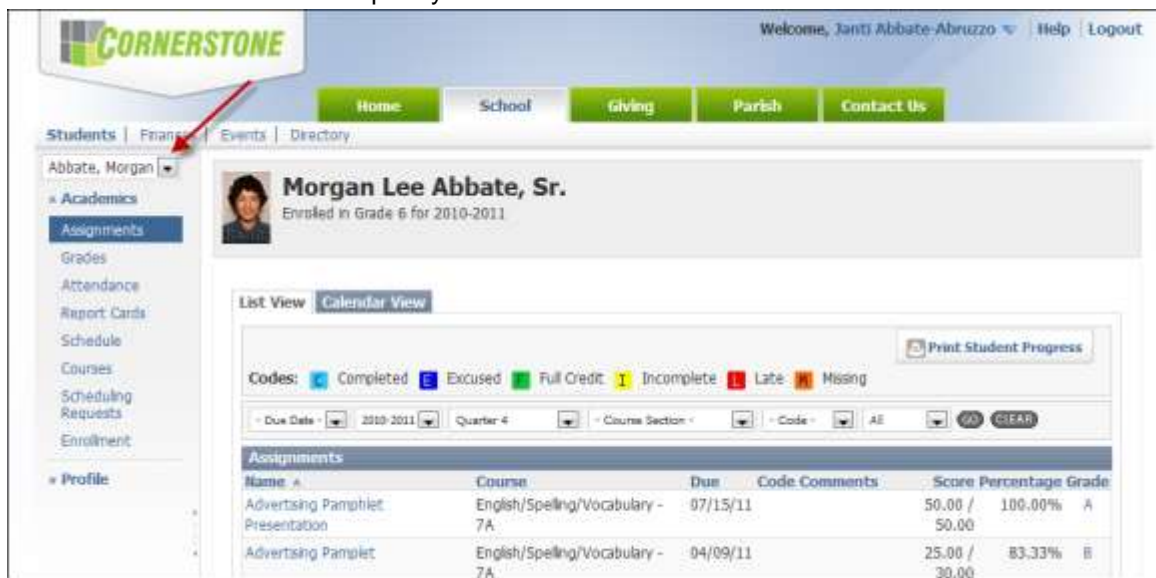
information will appear regardless of school settings.



Switching Between Students

If you have several students in the same school or related schools, you may be able to track all of their information through Cornerstone.

Once you have opened a page with information about a specific student, you can use a drop down menu on the left side to quickly switch between students to view information.



Viewing Assignments

You can view a list of all assignments in the *School* tab.

1. Open the student profile
2. From the left menu, ensure that *Assignments* is selected under the *Academics* header.

OR

From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Assignments*.

The *Assignments* page is displayed.



HINTS:

If no options are displayed under the *Academics* header, click the heading to show the menu.

If you opened the student profile by clicking the student's name from the *Home* tab, you may be brought directly to the *Assignments* page.

Name	Course	Due	Code	Comments	Score	Grade
Art General	Art - Art 3A	08/30/13			-	(4)
Art in the news	Art - Art 7				-/10	-
Chalk Painting	Art - Art 3A	09/04/13			10.00/10.00	A+
Color identification	Art - Art 3A	08/13/13			-	(3)
Landscape	Art - Art 3A	08/29/13			-	(2)
Painting Rocks	Art - Art 3A	08/30/13			8.00/10.00	B-
Painting tubries	Art - Art 3A	08/30/13			10.00/10.00	A+
Practice	Art - Art 3A	08/30/13			-/10	-
Practice 2	Art - Art 3A	08/30/13			-	(2)
Profile Drawing	Art - Art 3A	09/04/13			9.00/10.00	A-

3. **OPTIONAL:** To view only specific assignments,
 - a. Use the drop down menus at the top of the page to select the type of assignments you want to view.

- b. Click *Go*.
 - c. To view all assignments again, click *Clear*.
4. To view information about a grade that has already been posted, click the grade.



HINTS:

- For assignments graded with scores, you will see the grade in the *Grade* column. Clicking this grade will bring up a window with the grading scale being used.
- For assignments graded on standards, you will see the number of standards being assessed in the *Grade* column. Clicking this number will bring up a window listing the standards being assessed and the associated grade. From here, you can click the grade for that standard to view the grading scale.

5. Click an assignment name to view more information about that assignment.

Viewing Grades

You can view your student's current grades for their classes as well as (if applicable) the standards they are being graded from and their grades for each assignment. Information for each of these items will be displayed on a different page within your student's profile section.


If you do not see these sections, your school may not send grade information through the Household portal. If you were able to see this information recently but do not currently, this may be because schools have updated their display options. Each school has a preference as to which grading and student information they display through the Household portal; they will generally inform you of how and when you can expect to see grades when this section is hidden.

1. To view currently calculated grades for your student's classes,
 - a. From the left menu, under the *Academics* header, click *Grades*.

OR

From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Grades*.

The *Grades* page is displayed.

 **HINT:** If no options are displayed under the *Academics* header, click the heading to show the menu.

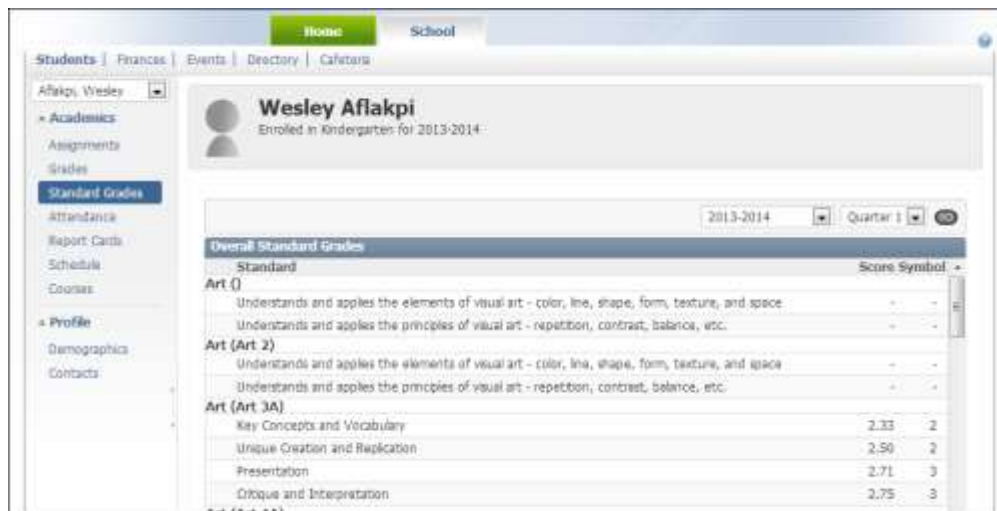


Course	Teacher	Score	Grade
American Century (9A)	Balco, Kate	81.75	A-
AP English 11 Lang/Comp (5A)	Albert, Arne	96.73	A
Faith and Society (8A)	McKeever, Ryan	86.77	A
Honors Algebra 2/Tng (1A)	Balco, Kate	73.33	C
Honors Chemistry (2A)	Balco, Kate	93.33	A
Honors Spanish 2r (8A)	Balco, Kate	93.28	A
Lunch (4A)	Johraon, Scarlet	0.00	
Mentor Program (Westphal)	Balco, Kate	-	-
Study Hall (3A)	Lafferty, Stephanie	0.50	

- b. To view grades for a particular year or term, use the drop down menus above the grades to select the desired information and click *Go*.
2. To view currently calculated grades for the standards your student is being assessed on,
 - a. From the left menu, under the *Academics* header, click *Standard Grades*.
The *Standard Grades* page is displayed.

 **HINTS:**

- If no options are displayed under the *Academics* header, click the heading to show the menu.
- The *Standard Grades* link is not an option from the *Quick Links* menu that appears on the right when you first open your student's profile. If you are on this page, you will need to click any of the links in the *Quick Links* menu on the right to display the left menu with the *Standard Grades* link.



- b. To view grades for a particular year or term, use the drop down menus above the grades to select the desired information and click Go.
3. To view the current grades for your student's assignments,
- a. From the left menu, ensure that *Assignments* is selected under the *Academics* header.

OR

From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Assignments*.

The *Assignments* page is displayed.

HINTS:

If no options are displayed under the *Academics* header, click the heading to show the menu.

If you opened the student profile by clicking the student's name from the *Home* tab, you may be brought directly to the *Assignments* page.



- b. To view information about a grade that has already been posted, click the grade.

HINTS:

- For assignments graded with scores, you will see the grade in the *Grade* column. Clicking this grade will bring up a window with the grading scale being used.

- For assignments graded on standards, you will see the number of standards being assessed in the *Grade* column. Clicking this number will bring up a window listing the standards being assessed and the associated grade. From here, you can click the grade for that standard to view the grading scale.

Viewing Attendance


You can view your child's attendance by month.

1. Open the student profile.
2. From the left menu, under the *Academics* header, click *Attendance*.

OR

From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Attendance*.

The *Attendance* page is displayed.

 **HINT:** If no options are displayed under the *Academics* header, click the heading to show the menu.



Morgan Lee Abbate, Sr.
Enrolled in Grade 6 for 2010-2011

Attendance for 07/01/2011 to 07/31/2011

Monday	Tuesday	Wednesday	Thursday	Friday
4 No School	5 Present	6 Present	7 Present	8 Present
11 Present	12 Present	13 Absent Excused: 1 hour : Medical Appointment	14 Present	15 Present
18 Present	19 Present	20 Present	21 Present	22 Present
25 Present	26 Present	27 Present	28 Present	29 Present



Records 1-4 of 4

Attendance Statistics

Term to date: From 03/29/11 to 06/03/11

Year to date attendance statistics

Days Absent Excused: 1 hour: 1	
Days Absent Excused: Full Day: 1	
Days Present: 29	
Year To Date Attendance	
Days Absent Excused: 1 hour: 1	
Days Absent Excused: Full Day: 1	
Days Present: 245	

3. To view information for a different month, click the *Next Month*  or *Previous Month*  icons.

Viewing Report Cards


You can view your child's past report cards from Cornerstone.


1. Open the student profile
2. From the left menu, under the *Academics* header, click *Report Cards*.

OR

From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Report Cards*.




The *Report Cards* page is displayed.

 **HINT:** If no options are displayed under the *Academics* header, click the heading to show the menu.




Morgan Lee Abbate, Sr.

Enrolled in Grade 6 for 2010-2011

Finalized Report Cards				
Name [▲]	School Year	Grading Period	Created On	Preview
Abbate, Morgan	2010-2011	Quarter 4	07/28/11 03:02 PM	
Abbate, Morgan	2010-2011	Quarter 2	07/28/11 03:36 PM	
Abbate, Morgan	2010-2011	Quarter 3	07/28/11 03:06 PM	

Records 1-3 of 3 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Per Page 10

3. To view a report card, click the *Preview* icon .

Viewing a Student's Schedule


You can view your child's schedule, as well as opening a window with more information about any class or teacher.

1. Open the student profile
2. From the left menu, under the *Academics* header, click *Schedule*.

OR

From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Schedule*.

The *Schedule* page is displayed.

 **HINT:** If no options are displayed under the *Academics* header, click the heading to

show the menu.

Morgan Lee Abbate, Sr.
Enrolled in Grade 6 for 2010-2011

By Week **By Term**

08/03/2011 Schedule for 07/31/2011 to 08/06/2011

Schedule By Week

	Monday	Tuesday	Wednesday
Classes	*Homeroom (6B)	*Homeroom (6B)	*Homeroom (6B)
	-	8:40 AM - 2:40 PM	8:40 AM - 2:40 PM
	Surrago, Patricia	Surrago, Patricia	Surrago, Patricia
	English (6B)	English (6B)	English (6B)
	-	8:40 AM - 2:40 PM	8:40 AM - 2:40 PM
	Foo, Judy	Foo, Judy	Foo, Judy
	Health (6B)	Health (6B)	Health (6B)
	-	8:40 AM - 2:40 PM	8:40 AM - 2:40 PM
	Olbrich, Lea	Olbrich, Lea	Olbrich, Lea
	History/Social Science (6B)	History/Social Science (6B)	History/Social Science (6B)
	-	8:40 AM - 2:40 PM	8:40 AM - 2:40 PM
	Surrago, Patricia	Surrago, Patricia	Surrago, Patricia
	Language Arts (6B)	Language Arts (6B)	Language Arts (6B)
	-	8:40 AM - 2:40 PM	8:40 AM - 2:40 PM
	Foo, Judy	Foo, Judy	Foo, Judy
	Mathematics (6B)	Mathematics (6B)	Mathematics (6B)
	-	8:40 AM - 2:40 PM	8:40 AM - 2:40 PM
	Surrago, Patricia	Surrago, Patricia	Surrago, Patricia

- To view the schedule for an entire term, select the *By Term* tab.
- To view more information about a class or teacher, click the blue name.

Viewing a List of Student Courses

You can view a list of all courses your student is enrolled in, as well as viewing and documents that are available for a specific course.

- Open the student profile
- From the left menu, under the *Academics* header, click *Courses*.


OR

From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Courses*.

The *Courses* page is displayed.

HINT: If no options are displayed under the *Academics* header, click the heading to

show the menu.




Morgan Lee Abbate, Sr.

Enrolled in Grade 6 for 2010-2011

2010-2011 ▾ Quarter 4 ▾ GO

Courses			
Course	Teacher	Teacher Email	Department
*Homerroom - 6B	Miss Surrago	psurrago@imagetrendschool.com	Grade 6
Art - 6B-2	Mrs. Tubbs	mtubbs@imagetrendschool.com	Specialists
Choir - 2nd Year Choir	Ms. Pollock	bpollock@imagetrendschool.com	Music
English - 6B	Mrs. Foo		Grade 6
English/Spelling/Vocabulary - 7A	Miss Balco	bhagerty@imageTrend.com	Grade 7
Health - 6B	Mrs. Olbrich		Grade 6
History/Social Science - 6B	Miss Surrago	psurrago@imagetrendschool.com	Grade 6
Language Arts - 6B	Mrs. Foo		Grade 6
Mathematics - 6B	Miss Surrago	psurrago@imagetrendschool.com	Grade 6
Music - 6B-2	Ms. Lafferty		Specialists
Reading/Literature - 6B	Miss Surrago	psurrago@imagetrendschool.com	Grade 6
Religion - 6B	Mrs. Foo		Grade 6
Science - 6B	Miss Surrago	psurrago@imagetrendschool.com	Grade 6
Spelling/Vocabulary - 6B	Mrs. Foo		Grade 6
World History - 6B	Miss Surrago	psurrago@imagetrendschool.com	Grade 6

- To view more information about a course or to open an email to a teacher, click the blue name.

 **NOTE:** If you do not have a default program set up for email, an email may not automatically open.


Viewing Scheduling and Enrollment Information

When it is time for you to place scheduling requests or check your student's enrollment for the next year, you can do so in Cornerstone. When scheduling and enrollment requests are closed, the pages will inform you of this.

- Open the student profile
- From the left menu, under the *Academics* header, click *Scheduling Requests* or *Enrollment*, as appropriate.

OR

From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Scheduling Requests* or *Enrollment*, as appropriate.

 **HINT:** If no options are displayed under the *Academics* header, click the heading to show the menu.

- Follow the information on the page to check enrollment or scheduling requests.

Viewing your Student's Profile

Each student has a profile containing their demographic and contact information; this is what teachers and school officials can see. It also keeps track of school-related information such as locker number or student ID and of emergency contacts.


- Open the student profile

- From the left menu, under the *Profile* header, click *Demographics* or *Contacts*, as appropriate.

OR

From the *Students* page in the *School* tab, under the *Quick Links* section on the right, click *Demographics* or *Contacts*, as appropriate.

The page appears.


 **HINT:** If no options are displayed under the *Profile* header, click the heading to show the menu.



Demographics	
First Name:	Morgan
Middle Name:	Lee
Last Name:	Abbate
Suffix:	Sr.
Preferred Name:	Morgan Lee Abbate, Sr.
Birth Place:	lakeville
Birth Date:	10/22/1998
Age:	12 years, 9 months
Birth Certificate Number:	
Gender:	Male
Citizenship Status:	

Viewing Financial Information


You can use Cornerstone to view your invoices, payments and tuition information.

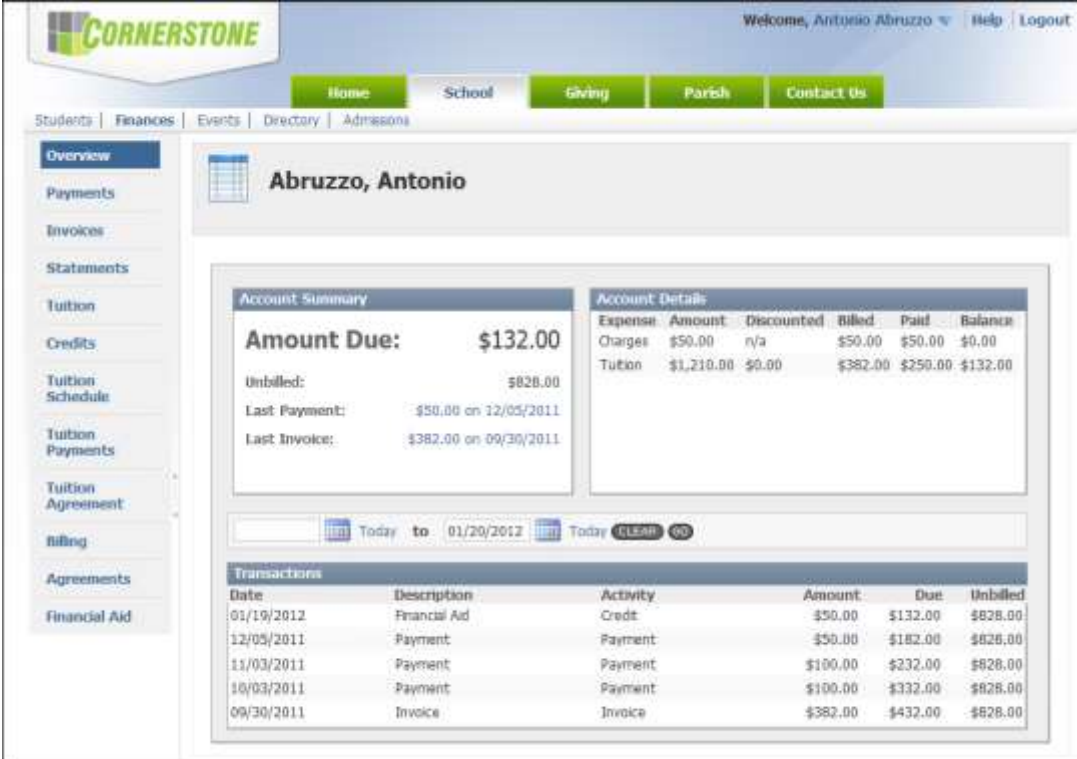
 **NOTE:** Depending on the way your child's school is set up, you may have access to more or less financial information than you see in the instructions and images below. If you do not see a specific link or option in Cornerstone, your child's school may not use that feature.

- Click the *School* tab.
The *School* tab appears, with the *Students* page displayed by default.
- Under *School*, click *Finances*.



The *Finances* section appears, with the *Overview* options displayed by default.

 **NOTE:** The *Overview* section will always be available with information about your finances. Depending on your school's setup, it may include information about Cafeteria transactions as well as all other transactions.





The screenshot displays the Cornerstone financial management system interface for Antonio Abruzzo. The page is titled "Abruzzo, Antonio" and shows an account summary with an amount due of \$132.00. The account details table shows charges of \$50.00 and tuition of \$1,210.00. The transactions table lists several transactions, including a financial aid credit and several payments.

Account Summary		Account Details	
Amount Due:	\$132.00	Expense	Amount
Unbilled:	\$828.00	Charges	\$50.00
Last Payment:	\$50.00 on 12/05/2011	Discounted	r/a
Last Invoice:	\$382.00 on 09/30/2011	Billed	\$50.00
		Paid	\$50.00
		Balance	\$0.00
		Tuition	\$1,210.00
		Discounted	\$0.00
		Billed	\$382.00
		Paid	\$250.00
		Balance	\$132.00


Date	Description	Activity	Amount	Due	Unbilled
01/19/2012	Financial Aid	Credit	\$50.00	\$132.00	\$828.00
12/05/2011	Payment	Payment	\$50.00	\$182.00	\$828.00
11/03/2011	Payment	Payment	\$100.00	\$232.00	\$828.00
10/03/2011	Payment	Payment	\$100.00	\$332.00	\$828.00
09/30/2011	Invoice	Invoice	\$382.00	\$432.00	\$828.00

- To view transaction information for specific dates from the *Overview* page, use the date selection options above the *Transactions* section and click *Go*.


 **HINT:** This section of the page displays a list of all financial transactions. You can use the date selection options to narrow down which transactions will be displayed based on the date of the transaction.


- To view a list of payments you have made, from the left menu, click *Payments*. The *Payments* page appears, with a list of payments you have made.
- To view any invoices from the school, from the left menu, click *Invoices*. The *Invoices* page appears.
- To view a preview of a specific invoice, click the *View Invoice* icon .
- To view statements, from the left menu, click *Statements*.
- To view information about tuition charges for your account for a specific year, from the left menu, click *Tuition*. The *Tuition* page appears.
 - To view more information about the tuition for a specific year, click the school year.

Details about the tuition charges for that year appear.



Abbate-Abruzzo, Janti

 Tuition 2010-2011

 Abbate, Monica

Student: Abbate, Monica


Grade: Grade 1

School Year: 2010-2011

Bill To:

Name	Split %
Abbate-Abruzzo, Janti	100.00%
4538 West 37th St	
Edina, MN 54332	
Payment Plan:	10 Monthly Paym
Start Date:	08/02/2011


Item	Status	Bill Type	Total
2 Students (K-8)-- Non Parishioner	Unbilled	Payment Plan	\$4,465.00
Library Fee	Unbilled	One-Time	\$100.00
Technology Fee	Unbilled	One-Time	\$50.00
Book Fee	Unbilled	One-Time	\$200.00
Sub Total:			\$4,8
-Discounts:			Total:
Total:			\$4,8
Total for Abbate-Abruzzo, Janti:			\$4,8




 Ablaza, Mirabella

	Sub Total:	\$2,4
	-Discounts:	Total:
	Total:	\$2,4
	Total for Abbate-Abruzzo, Janti:	\$1,2

Total:

Total for Abbate-Abruzzo, Janti :	\$7,215.00
	\$6,015.00

 Back

- b. To view information about a specific line item, click the name of the item.
A popup window appears with additional details.
- 9. To view a detailed list of credits towards your account, from the left menu, click *Credits*.
- 10. To view information about the future scheduled tuition charges based on your tuition plan, from the left menu, click *Tuition Schedule*.
- 11. To view information about payments you have made towards tuition, from the left menu, click *Tuition Payments*.
- 12. To view the school's tuition agreement, from the left menu, click *Tuition Agreement*.
- 13. To view TADS billing information, from the left menu, click *Billing*.
 **NOTE:** This section may not be available to you, depending on your school's setup.
- 14. To view TADS agreement information, from the left menu, click *Agreements*.
 **NOTE:** This section may not be available to you, depending on your school's setup.
- 15. To view information about financial aid, from the left menu, click *Financial Aid*.
 **NOTE:** This section may not be available to you, depending on your school's setup. This section is associated with TADS.

Viewing the Calendar of Events

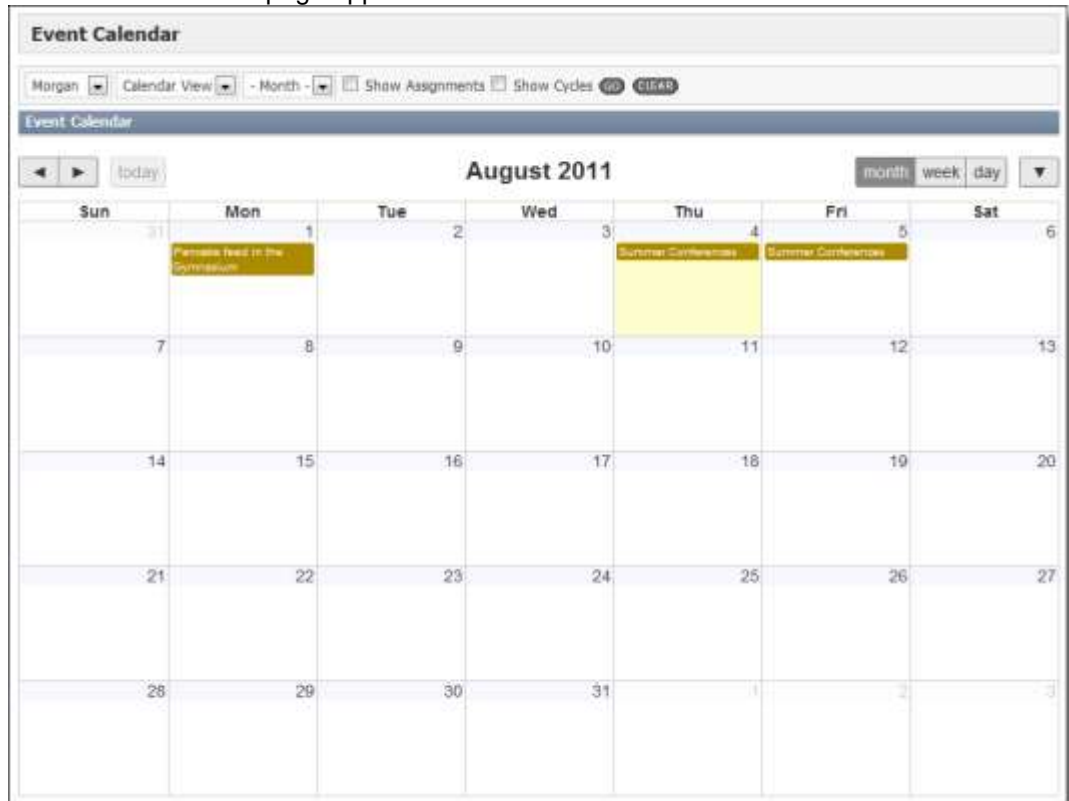
Any school events related to your student(s) will be displayed in the events calendar, from days off school to fundraisers or music conferences.

1. Click the *School* tab.
The *School* tab appears, with the *Students* page displayed by default.

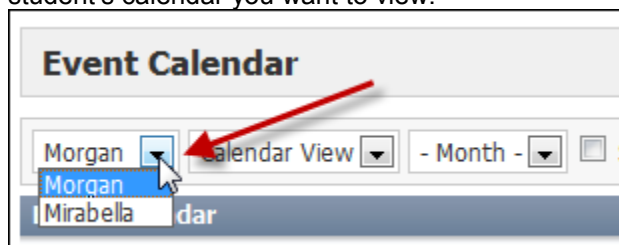
- Under *School*, click *Events*.




The *Events Calendar* page appears.

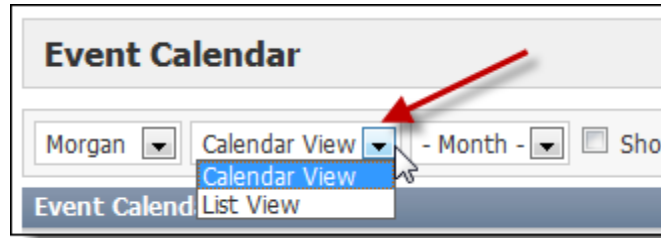


- To view the calendar for another student, from the first drop down menu, select which student's calendar you want to view.



 **NOTE:** These changes will not be displayed until you click *Go* in step 8.

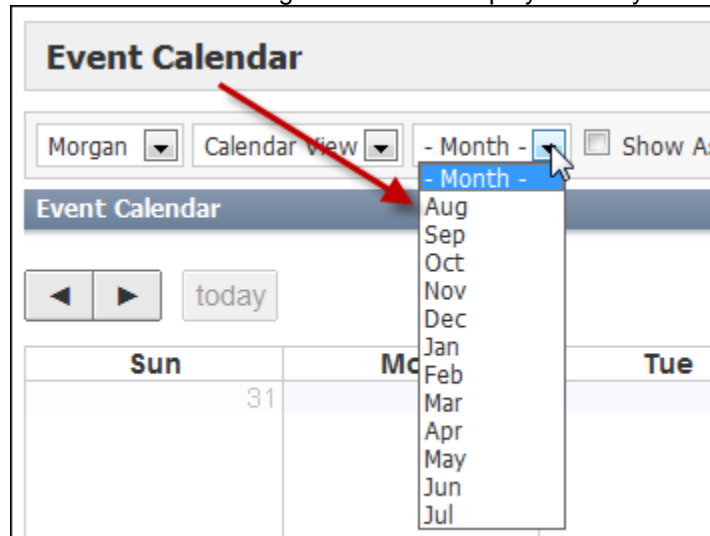
- To view a list of events rather than a calendar layout, from the second drop down menu, select *List View*.



NOTE: These changes will not be displayed until you click *Go* in step 8.

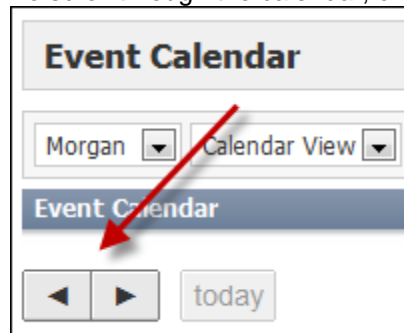
- To view the calendar for a specific month, from the *Month* drop down menu, select the desired month.

NOTE: These changes will not be displayed until you click *Go* in step 8.



OR

To scroll through the calendar, click the *Next Month* and *Previous Month* icons.



- To display when assignments are due on the calendar, select the *Show Assignments* checkbox.

NOTE: These changes will not be displayed until you click *Go* in step 8.

- To show schedule cycle information on the calendar (e.g., if your students have a different schedule on different days or weeks), select the *Show Cycles* checkbox.

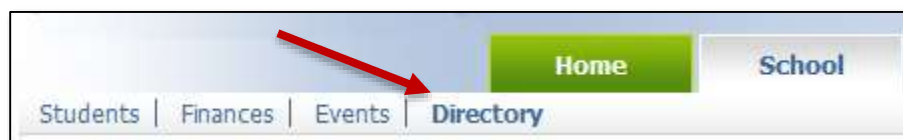
NOTE: These changes will not be displayed until you click *Go* in step 8.

- To apply the calendar information settings, click *Go*.
- At any point, to return to the default calendar settings, click *Clear*.

Viewing the Directory

Parents and school staff can choose to be included in a directory for the school, which you can view at any time. Please note that your school may or may not have a directory available for you. If you do not see the link under the *School* tab, the directory is not available.

1. Click the *School* tab.
The *School* tab appears, with the *Students* page displayed by default.
2. Under *School*, click *Directory*.



The *Directory* page appears.

 A screenshot of the 'Directory' page. At the top, there is a search bar with a 'GO' button and a 'CLEAR' button. Below the search bar is a table with the following data:

Name	Primary Contacts	Phone Number	Street 1	City	State	Postal Code
Brady	Brady, Rick		89464 Kalinga Drive	Burnsville	MN	55343
Karlen	Karlen, Robert	(555) 079-9913	2045 Wooddale Dr	Woodbury	MN	55125
	Karlen, Marbeth	(555) 111-2222				

 At the bottom of the table, there is a pagination control showing 'Records 1-2 of 2' and buttons for 'First', 'Previous', 'Next', 'Last', and 'Per Page 10'.

Contacting the School

Cornerstone allows you to send an email to the school administrator using the system or to view the school's contact information.

1. Click the *Contact Us* tab.
2. To view contact information, ensure that the *Contact Information* link is selected.
💡 **HINT:** This link will be selected by default.
3. To email the school from Cornerstone, under the *Contact Us* tab, click *Email Us*.



The *Email Us* page appears.

4. In the *Subject* text box, type a subject line for the email.
5. In the *Email Message* text box, type your message.
 - ✎ **NOTE:** Be sure to include your name and contact information so the administrator will be able to respond to your message.
6. Click *Send Message*.
The email is sent to the school administrator.

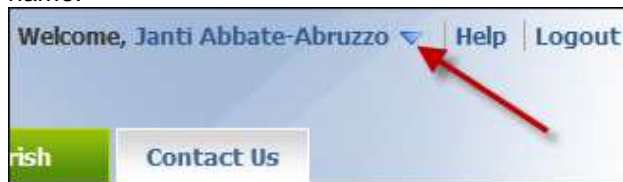
Setting Up Your Account Information

You can edit your own account information, including the password you use to log in and (if your school uses the alert feature), your preferred method for receiving alerts from the school.

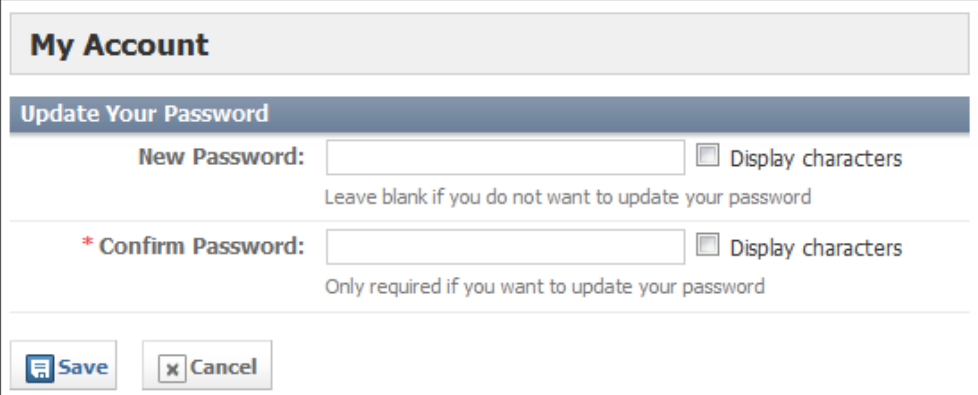
Changing Your Password

You can change the password you use to log in at any time. Make sure you choose a secure password that you can easily remember.

1. From the top right corner of the page, click the *My Account* arrow beside your name.



- From the drop down menu, select *My Account*.
The *My Account* page appears.



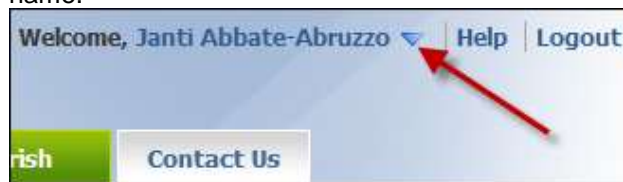
The screenshot shows a web form titled "My Account". Below the title is a section "Update Your Password". It contains two text input fields. The first is labeled "New Password:" and has a "Display characters" checkbox to its right. Below it is the instruction "Leave blank if you do not want to update your password". The second field is labeled "* Confirm Password:" and also has a "Display characters" checkbox. Below it is the instruction "Only required if you want to update your password". At the bottom of the form are two buttons: "Save" and "Cancel".

- In the *New Password* text box, type the password you want to use.
- In the *Confirm Password* section, type the password again.
- Click *Save*.
Your password is changed.

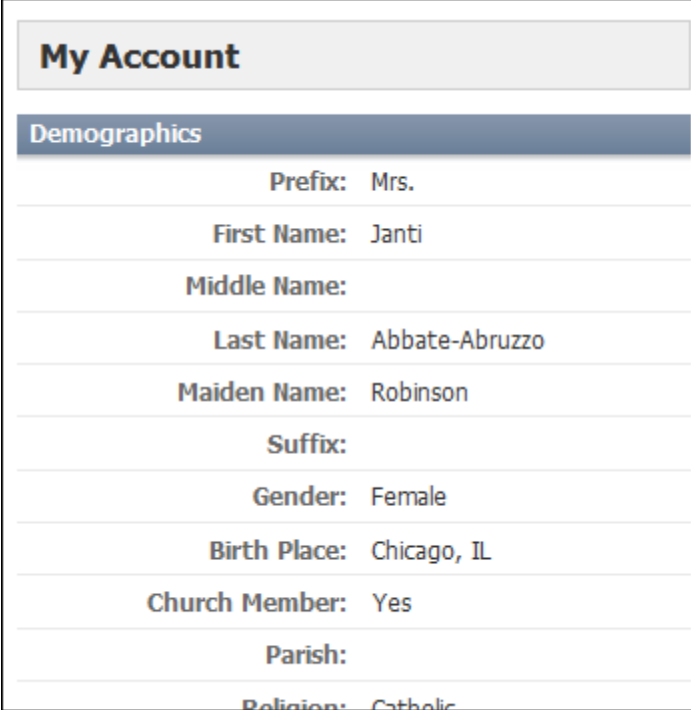
Viewing Your Profile

You can view your profile, including your demographic and contact information.

- From the top right corner of the page, click the *My Account* arrow beside your name.



- From the drop down menu, select *My Profile*.
Your account profile appears.



My Account	
Demographics	
Prefix:	Mrs.
First Name:	Janti
Middle Name:	
Last Name:	Abbate-Abruzzo
Maiden Name:	Robinson
Suffix:	
Gender:	Female
Birth Place:	Chicago, IL
Church Member:	Yes
Parish:	
Religion:	Catholic

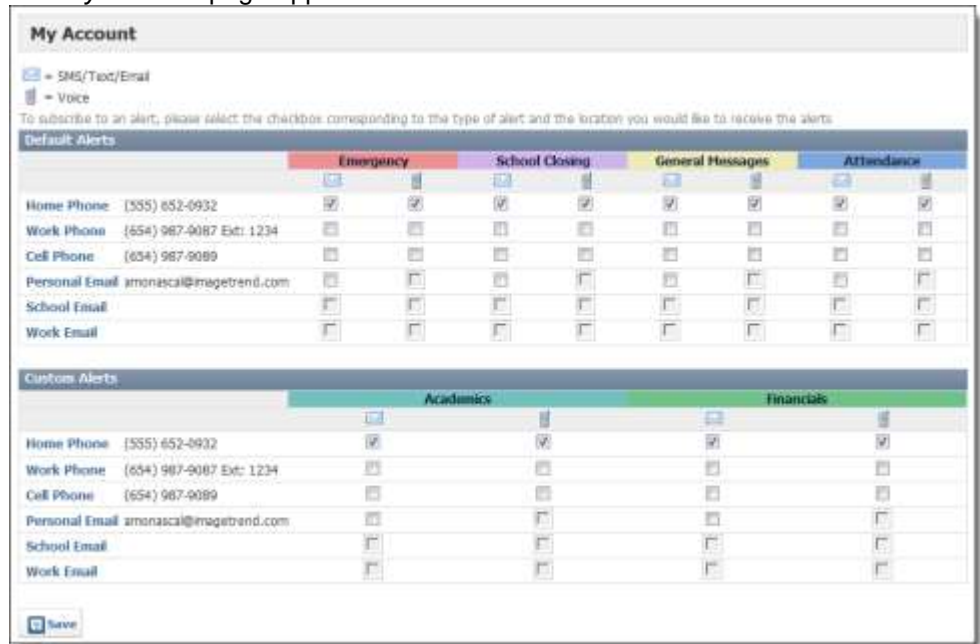
Editing Your Alert Preferences

If your school subscribes to the Cornerstone Communications module, you can use Cornerstone to inform the school of the way that you prefer to receive specific types of alerts. The types of alerts that your school sends may differ from those displayed in the images below, but the process of setting up your preferences will be the same.

- From the top right corner of the page, click the *My Account* arrow beside your name.



- From the drop down menu, select *My Alert Notification*. The *My Account* page appears.



- For each type of alert that you want to receive by text message or email, select the checkbox in the *SMS/Text/Email* column.

NOTE: The alert will be sent to you as a text message if you have a cell phone number included in your profile, and as an email if you have an email address listed in your profile. If you have both, the alert will be sent both ways.



- For each type of alert you want to receive a voice message for, select the checkbox in the *Voice* column.

NOTE: this alert will be sent to you via voice only if you have a phone number included in your profile.



- When finished, click *Save*. Your alert preferences are now saved and available to the school.