



Dear **Parent Name**

Family: **child's name**

**St. Anne School** is using the OptionC Learning Management System for all students and parents. This system provides an online resource for students and parents to retrieve important information.

**Directions:**

1. Please take a few minutes to go to [www.optionc.com](http://www.optionc.com). On the top right corner of the page, click **Log In**.

Please Note: If you are on a tablet or smart phone, you will see a round icon instead of **Log In**. Click it to open the menu and select **Log In**

**Computer**



**Mobile**



2. On the page that comes up, enter our school code, **3005**, and when **St. Anne School** appears, select it.



3. Please sign in with the following information:
  1. Username: **username for parent**
  2. Password: **system generated password**
4. Your username and password must remain secure; do not give out your information to others. Anyone who knows your username and password can access and change your information. Please do not share your parent login with your child due to the sensitive information available to parents.
5. Once you have logged in, please click on the Blue User icon in the top right corner and select Change Password.
6. Please make sure your email and contact information is correct. Also make sure the number you want the parent alert system to call is checked as primary.

Please take several minutes to become familiar with the web site. It is very easy to use and will be a means of communication between the school and you and your child/children. If you have any questions, please give us a call at **610.868.4182**.

Thank You,

Mrs. Karen Bentz