

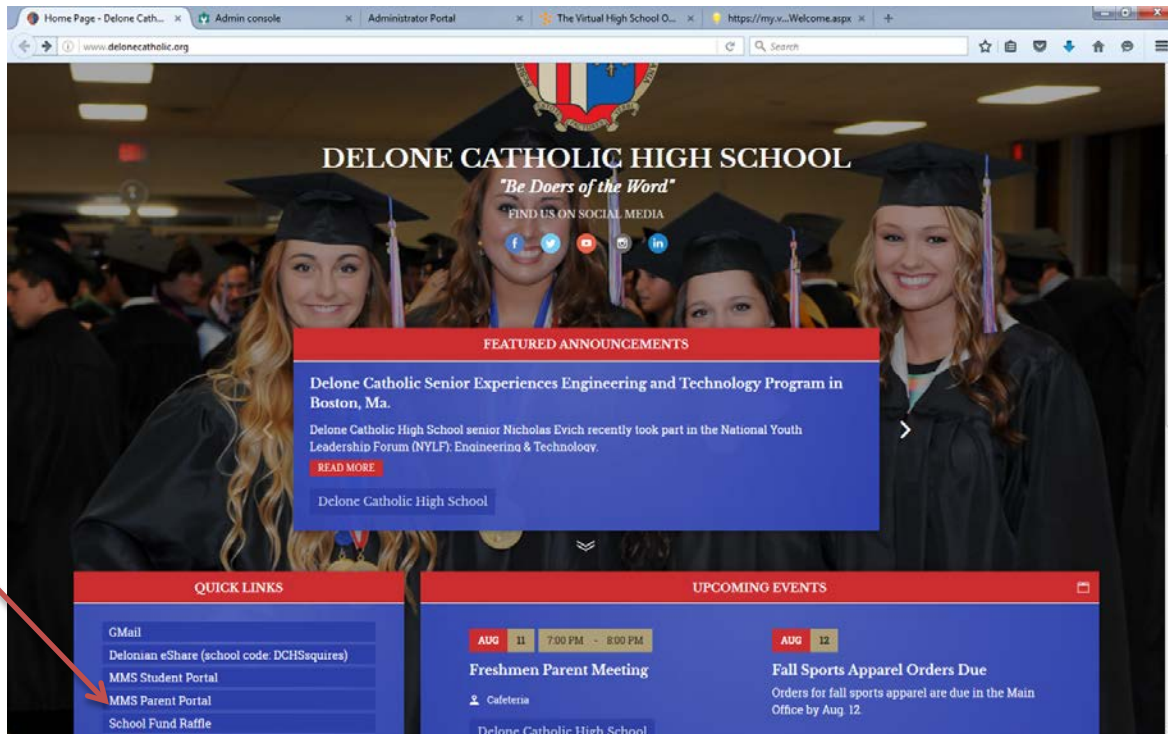
DELONE CATHOLIC HIGH SCHOOL

MMS PARENT PORTAL ACCOUNT SETUP DIRECTIONS

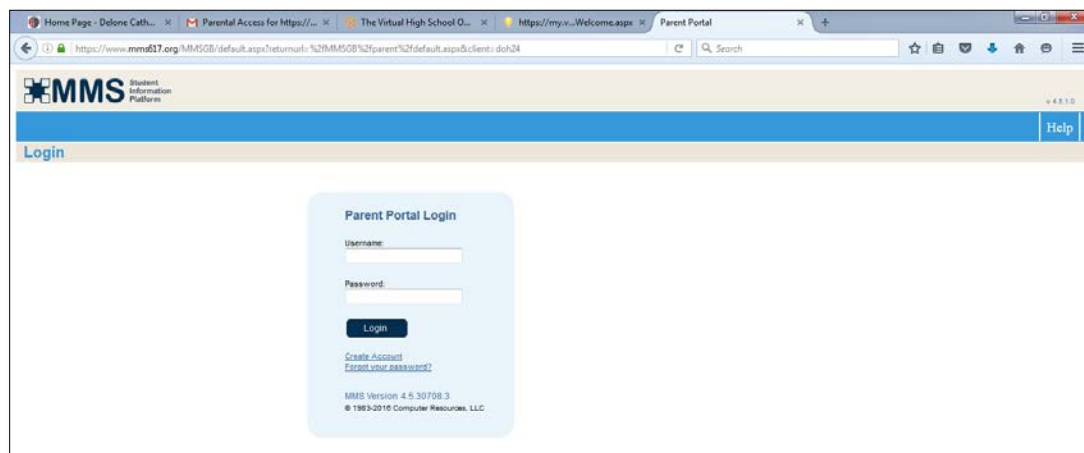
Dear Parent,

Welcome to the Delone Catholic High School family. We want to help you and your student to achieve academic excellence. With this in mind, you are able to check your student's grades and assignments online through the parent portal. The following directions will help you create an account, create a student account and add additional students as necessary.

1. Go to the Delone Catholic High School website: www.delonecatholic.org
2. Click the Quick Link for MMS Parent Portal

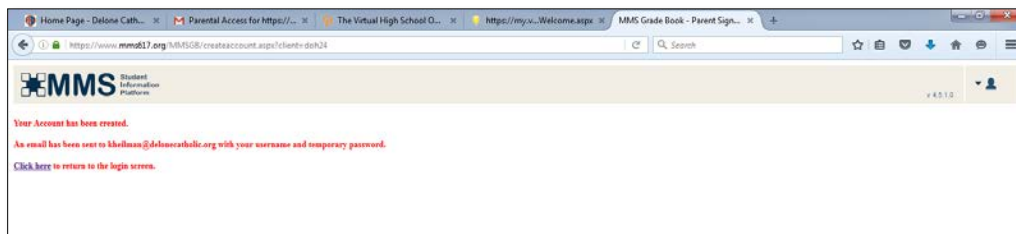


3. You will be connected to the MMS Parent Portal.
4. Click on the "Create a new account" link at the bottom of the username/password box.

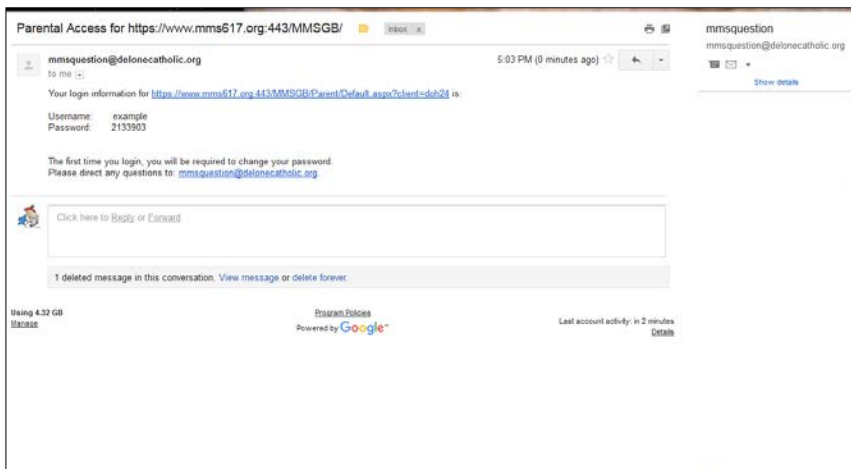


- You will be directed to a new page, where you will enter the primary account first and last name, create your own username, and enter your student's ID number. The primary account name for a married couple is normally the husband's name. If you are part of a split family with custodial rights, both mother & father are able to create separate portal accounts. If there is any other family situation, please contact Michele Noel in the business office for additional assistance.
- Make certain you click on the Create Account button when finished!

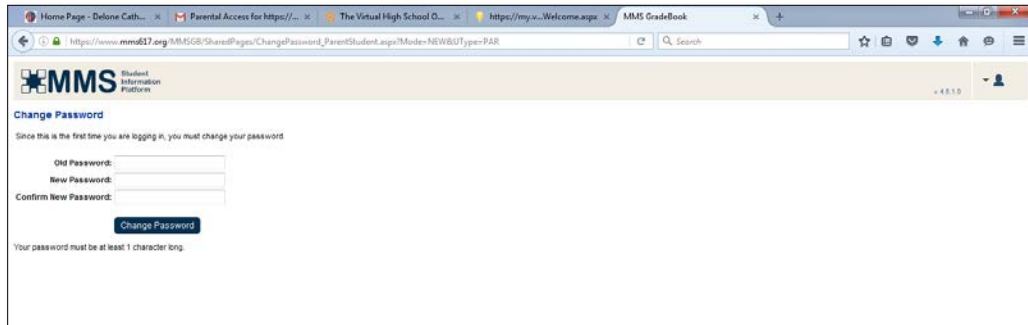
- If successful, you will see the following page.



- You will receive an email within 5-30 minutes with a temporary password. Please add mmsquestion@delonecatholic.org to your email address book so that this email will not go to your spam or junk mail folder.

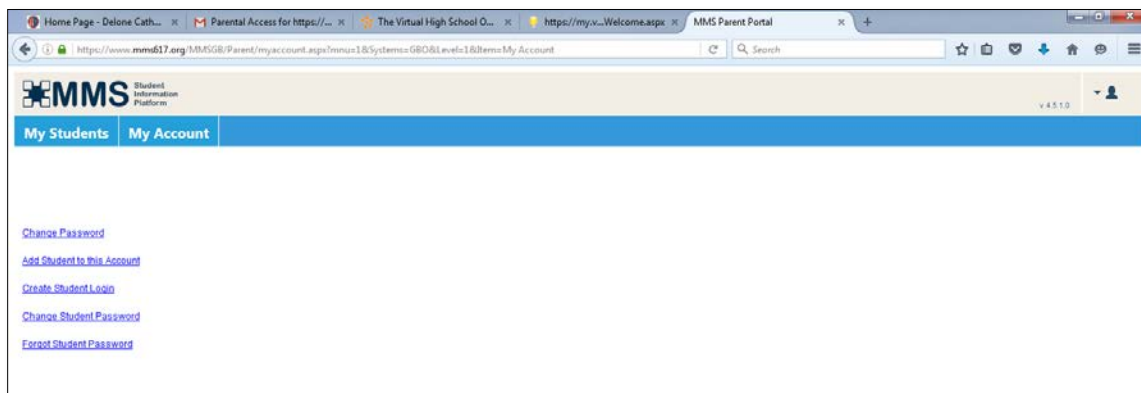


9. You may now login to your account with the username you created and the temporary password listed in the email account. You will then be prompted to create a new password.



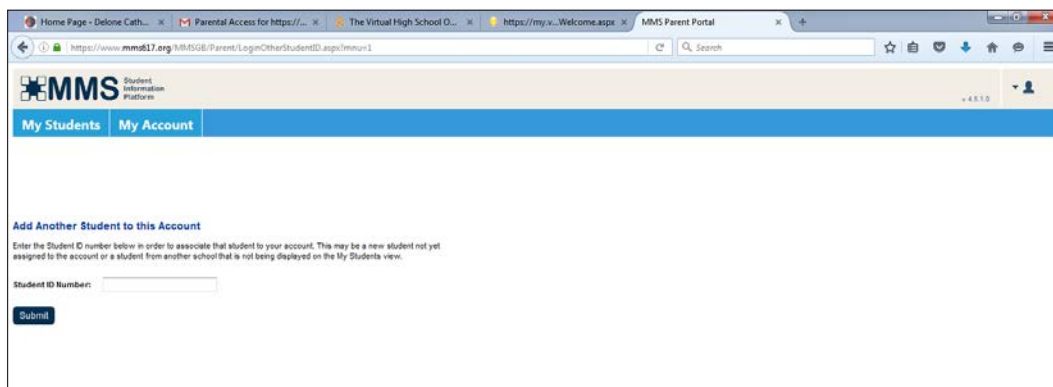
The screenshot shows a web browser window with the URL https://www.mmsd17.org/MMSGB/SharedPages/ChangePassword_ParentStudent.aspx?Mode=NEW&Type=PAR. The page title is "Change Password" and it features the MMS Student Information Platform logo. Below the logo, there is a heading "Change Password" and a sub-heading "Since this is the first time you are logging in, you must change your password". The form contains three input fields: "Old Password:", "New Password:", and "Confirm New Password:". A "Change Password" button is located below the fields. A note at the bottom states "Your password must be at least 1 character long."

10. The old password is the temporary password in the email. You create the new password and then type it in a second time in the “confirm new password” box. Click on the Change Password button when finished. You will then be directed to the main parent portal page.
11. If you have more than one student at Delone, click on the My Account tab.



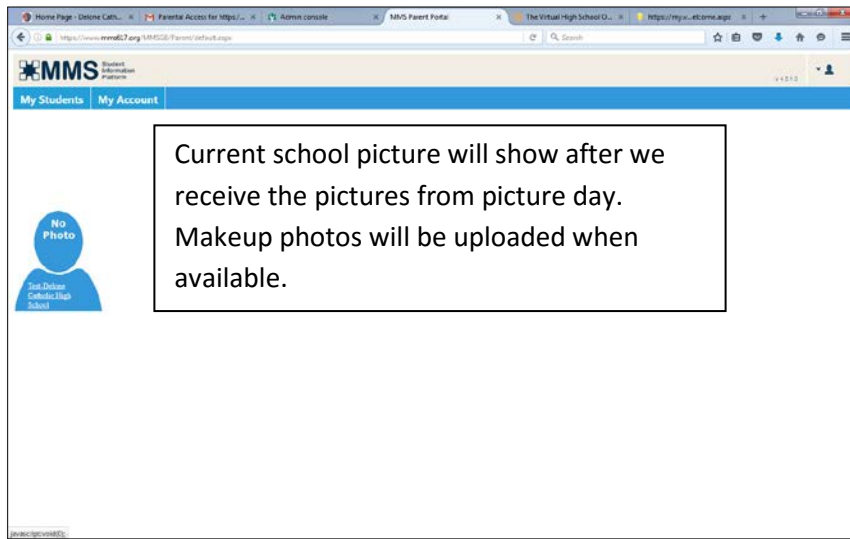
The screenshot shows the MMS Parent Portal with the "My Account" tab selected. The page title is "MMS Parent Portal" and the URL is <https://www.mmsd17.org/MMSGB/Parent/myaccount.aspx?menu=1&System=GB&Level=1&Item=My Account>. The page features a navigation bar with "My Students" and "My Account" tabs. Below the navigation bar, there are several links: "Change Password", "Add Student to this Account", "Create Student Login", "Change Student Password", and "Forgot Student Password".

12. Click on Add Student to this Account link.
13. Enter the additional student’s ID number. Click on Submit when finished.



The screenshot shows the "Add Another Student to this Account" page in the MMS Parent Portal. The page title is "MMS Parent Portal" and the URL is <https://www.mmsd17.org/MMSGB/Parent/Login/OtherStudentID.aspx?menu=1>. The page features a navigation bar with "My Students" and "My Account" tabs. Below the navigation bar, there is a heading "Add Another Student to this Account" and a sub-heading "Enter the Student ID number below in order to associate that student to your account. This may be a new student not yet assigned to the account or a student from another school that is not being displayed on the My Students view." Below this text, there is a "Student ID Number:" label and an input field. A "Submit" button is located below the input field.

14. **DO NOT** share your account with your students, they will receive a student account.
 - a. Your account password will sometimes be used as your signature on school forms. You would not want your student to sign a permission slip or authorization without your consent or knowledge.
 - b. Teachers may send messages to your student that they will only receive in the student portal.
 - c. Students will not be able to see the grades of siblings.
 - d. Teachers may send messages to you that you will only receive in the parent portal. Normally these are not meant for your student.
 - e. Students will not be able to change your password so you cannot see their grades (Unfortunately, this really occurred in the past).
15. Whenever you login, you will see your student's name(s) and pictures (after we receive them and get them uploaded after picture day). Click on the student whose grades and assignments you wish to view. Click on the subject for additional information.



16. The person listed as Contact 1 will be able to see a link for the Lunchtime portal.
17. You can click on the back button or the Students tab switch student or go to different subjects.

Thank you for your interest in helping your student succeed here at Delone Catholic. Please feel free to contact me (kheilman@delonecatholic.org) if you have any questions on gaining access to the portal. Please contact Michele Noel (mnoel@delonecatholic.org) with any questions on split families. Please call the Vice Principal at 717-637-5969 with any questions about classes or schedules. Please contact your student's guidance counselor with any questions about grades or performance.