

Information NOW for Parents and Students 6th-12th

St. Paul's Preparatory Academy would like to introduce you to our newest technology advancement; the STI InformationNow Parent and Student Portal. By using this website and the information stored herein, you will have the ability to track your student's grades, homework, progress report, attendance and discipline. This information is available anywhere you have an Internet connection. So far, teachers have entered grades for you to view. The staff will begin to enter attendance, homework, weekly progress assignments, and discipline records starting this nine weeks. Please be patient with us as we work on becoming familiar using the new system.

In this packet of information, you should have received these instructions and an attached piece of paper with your user name and password. By following these instructions, you will be able to view your child's information. If you experience technical troubles, please email jneuzil@stpaulsprep.com with a detailed description of the problem, and it will be addressed in a timely manner. For questions concerning the data such as demographic information, grades, or attendance, please contact the school office. This is available for parents with students in grades 6th-12th.

1. Start by typing in the URL

<https://277062.stiinformationnow.com/InformationNow/>

This is the STI InformationNow Homepage.



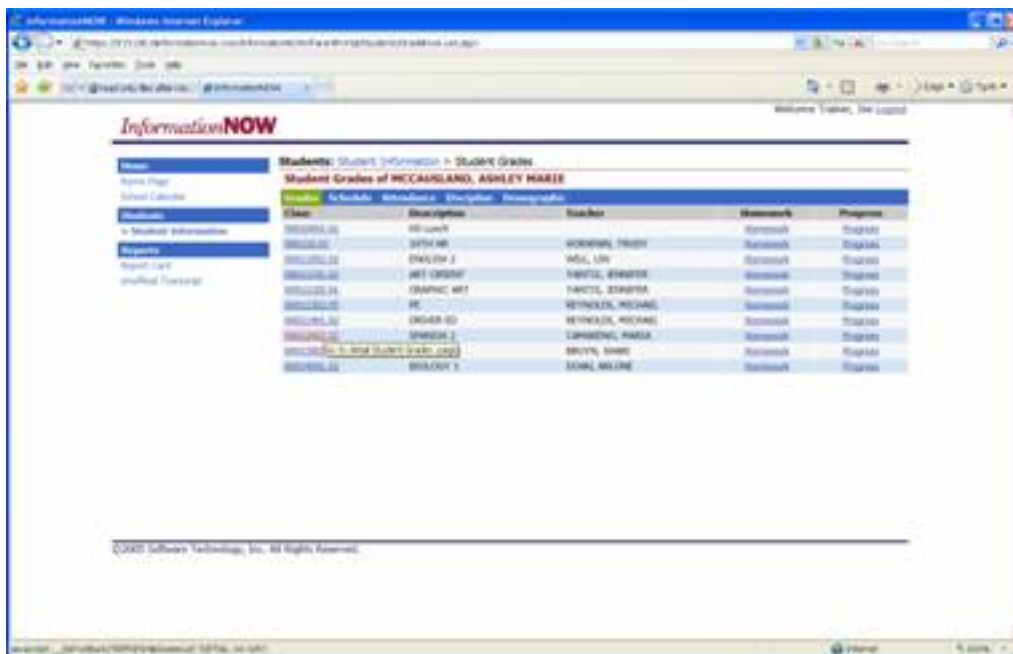
2. Enter the provided username. Then enter the password that was supplied, you will be required to change the password the first time you login. Please write down your new password. You will need it every time you login.

3. After clicking on "Login" you will be prompted to enter the old password. Create a password for your family. (It must contain a combination of at least 8 numbers and letters)

If you receive an error about your username, it will need to be corrected by our technology coordinator.

4. Once successfully logged in, the InformationNow Homepage will appear.

5. School announcements are in the center of the page. To view the school calendar or student's information click on the link on the left hand menu - Choose student information.



6. The blue bar at the top of the page offers the information tabs. The green rectangle (within the blue bar) highlights the information category that you are viewing. Grades are the default (student's classes, teacher, homework and progress report). Click on a class number to view summary of the class information.

a. Click the link - Homework.

A window will open that will have only today's assigned homework. To check the current week, click on week and then Refresh.

b. Click on the link - Progress

View child's grades by assignment.

Number of received out of available points (ex. 90/100).

Select open or save the document; Adobe Acrobat Reader is required to view this and other reports. You may download a free Adobe Reader by following the downloads link on the Homepage at <http://www.adobe.com/products/reader/>

Additional Information Tabs

Additional tabs listed across are listed across the top of your student information page are **Schedule, Attendance, Discipline and Demographic**.

The **Schedule** tab will inform high school and middle school parents of their child's schedule and teacher.

The **Attendance** tab will allow the parent to view any days and periods their student was counted as being absent. (We are currently working on adding this feature for you and will have it available hopefully this school year but definitely the next school year).

The **Discipline** tab will allow parents to view any discipline infractions and the disciplinary actions taken. You will view demerits and any notes created concerning the incident. (We are currently working on adding this feature for you and will have it available hopefully this school year but definitely the next school year).

The **Demographics** are located under the Demographic tab. These are here mainly for your review and to alert us if there is any misinformation.

Under the **Reports** category - Report cards and unofficial transcripts will be available. Select the report card grading period in the dropdown menu and select "view report". Unofficial Transcripts will be available to view after the school year because the information is still being added. Official transcripts must be stamped, signed, and mailed in a sealed envelope from the school administration.

****Comprehensive Progress Reports and Report Cards will no longer be mailed home unless you specifically request it in writing from the school office.**

We are very excited about using this new system. We hope it helps you stay updated on school activities, assignments, and information.

Sincerely,
St. Paul's Preparatory Academy