



# School on-line Directory

Opt-out of On-line Directory Procedures

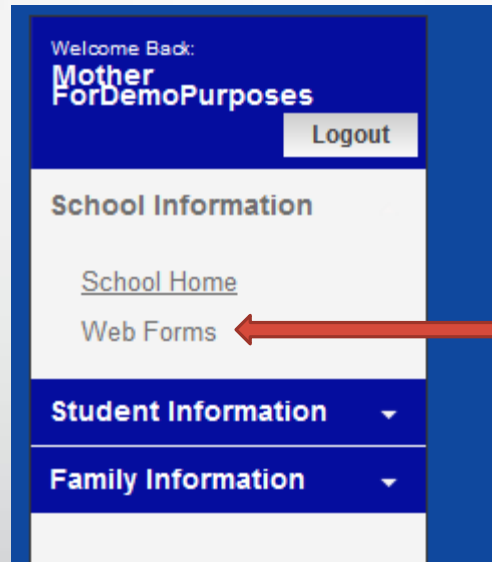
# Login to Parents Web

- Instructions are available on the Website to login to ParentsWeb.
- Go to Home *Page* > *Parents Tab* > *ParentsWeb ...* [Click on Menu item]
- <http://saintmary.org/parents/parentsweb-online-access-to-saint-marys-student-parent-information-system/>

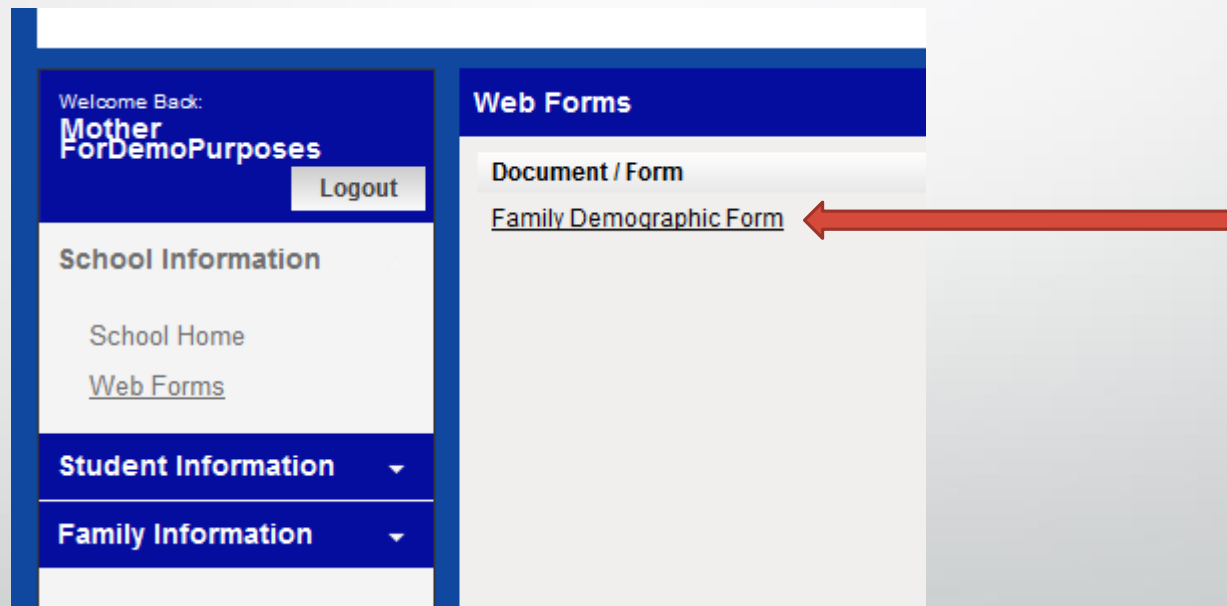
# After Login- You will see this screen:



To access form to block information from  
Directory – Click on *Web Forms*



Then click on *Family Demographic Form*



The screenshot shows a web portal interface. On the left, a blue sidebar contains the following elements: a welcome message 'Welcome Back: Mother For Demo Purposes' with a 'Logout' button; a 'School Information' section with links for 'School Home' and 'Web Forms'; and two expandable sections, 'Student Information' and 'Family Information', each with a downward arrow. On the right, a 'Web Forms' section is visible, containing a 'Document / Form' header and a link for 'Family Demographic Form'. A red arrow points from the right side of the image towards the 'Family Demographic Form' link.


Click on Custodial Parent that changes to directory access are being made to:

**Family Demographic Form**

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[Enrolled Students](#)  
FirstSon ForDemoPurposes

[Student Medical](#)  
FirstSon ForDemoPurposes

[Custodial Parents](#)  
Mother ForDemoPurposes    
Father ForDemoPurposes

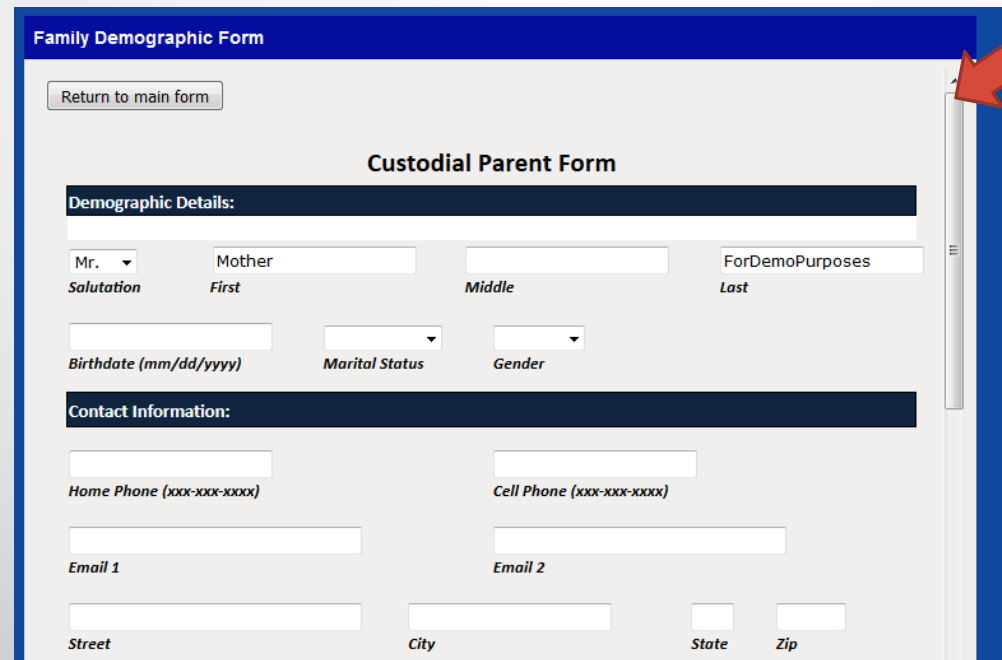
[Emergency Contacts:](#)  
FirstSon ForDemoPurposes



# Note: Each Parent's Information should be reviewed!

- Please note that you must login and change information for EACH parent.
- Data is stored by Parents, not Families. Each parent must make independent decisions about Directory information.

# Scroll down to find Directory Information



Family Demographic Form

[Return to main form](#)

### Custodial Parent Form

**Demographic Details:**

Mr.   ForDemoPurposes  
*Salutation First Middle Last*

*Birthdate (mm/dd/yyyy) Marital Status Gender*

**Contact Information:**

*Home Phone (xxx-xxx-xxxx) Cell Phone (xxx-xxx-xxxx)*

*Email 1 Email 2*

*Street City State Zip*

A red arrow points to the scrollbar on the right side of the form.



# Directory Choices

## Parent Preferences:

Auto Email Gradebook Progress Report:

Directory: Block Name:  Yes  No

Directory: Block Address:  Yes  No

Directory: Block Email:  Yes  No

Directory: Block Phone (Home):  Yes  No

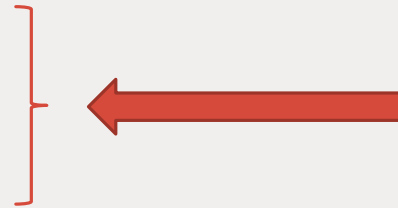
Directory: Block Cell:  Yes  No

Parent Alert: Home Phone:  Yes  No

Parent Alert: Cell Phone:  Yes  No

Parent Alert: Work Phone:  Yes  No

Parent Alert: No Text:  Yes  No



# Modify Parent Preferences

- Note: To block information from the Parent Directory, you must click on the “YES” radio button.
- There are five (5) choices for the Parent directory to be made. Please make sure all five reflect your choices *for this parent!*

# Careful!

- Block Directory **No**: Means the entry is **NOT Blocked** from the Directory and will be seen by all.
- Block Directory **Yes**: Means the entry is Blocked from the Directory and will **NOT be seen**.

# Don't forget to Save

## Parent Preferences:

Auto Email Gradebook Progress Report: 0

Directory: Block Name:  Yes  No

Directory: Block Address:  Yes  No

Directory: Block Email:  Yes  No

Directory: Block Phone (Home):  Yes  No

Directory: Block Cell:  Yes  No

Parent Alert: Home Phone:  Yes  No

Parent Alert: Cell Phone:  Yes  No

Parent Alert: Work Phone:  Yes  No

Parent Alert: No Text:  Yes  No

Save





Thank you!