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

Parent Preferences:

- Auto Email Gradebook Progress Report: 0
- Directory: Block Name: Yes
- Directory: Block Address: Yes
- Directory: Block Email: Yes
- Directory: Block Phone (Home): Yes
- Directory: Block Cell: Yes
- Parent Alert: Home Phone: Yes
- Parent Alert: Cell Phone: Yes
- Parent Alert: Work Phone: Yes
- Parent Alert: No Text: Yes
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
Thank you!