

All Saints' Academy

How to Create a Parent Account on MMS Electronic Gradebook

How do you get to the MMS Gradebook?

1. Go to All Saints' Academy website:
<http://www.allsaintsacademy.com>
2. Go to Quicklinks.
3. Select "Electronic Gradebook."
4. Click on the Parent Gradebook Portal URL: -
<https://www.mms617.org/MMSGb/parent>

What is needed to set up your account the first time?

1. You **MUST** have a valid email address on file with the school.
If you don't, email: jemanuel@allsaintsacademy.com to establish one. Please provide your name and the name of your student(s).
2. If you have provided your email address to school, go to the MMS Electronic Gradebook portal per the instructions above.
3. Under the login box, select
"Parents, click here to create an account."
4. Enter Parent **First name** as listed in our student information database (usually your full first name, not a nickname).
5. Enter Parent **Last name** as listed in our student information database.
6. Enter a **username** of your choice – something easy to remember!
7. Enter the **student id number** for one child (as provided by the school in the letter you received in August).
You forgot the student id? Lost your letter?
Email: jemanuel@allsaintsacademy.com to obtain the id's.
Provide your name and the name of your student(s).
8. Once the first name, last name, username and first student id has been entered and verified, you are automatically emailed a **TEMPORARY** password to the email address that we have on file for you.
9. Logon on to your email account. You should see an email from Jennifer Emanuel re: access. Check your junk/spam mailbox if you don't see it!
10. Go back to the Parent Portal and enter the temp password with the username you created.

11. You will then be prompted to create a new permanent password. Enter the TEMP password as the OLD password and enter your new password twice.
12. You should now see your child's account.
13. If you have more than one child at ASA, please add another child by selecting "My Account," then selecting "Add another student to this account."
14. Enter the student id number for another child. Repeat this process until everyone is added.
15. Sigh with relief!!

Forgot your password or username?

Just click on the "**click here if you forgot your password**" message *under* the Parent Portal login box! You will be emailed your information to the email address on file with the school.

Who to contact with questions?

Jennifer Emanuel
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