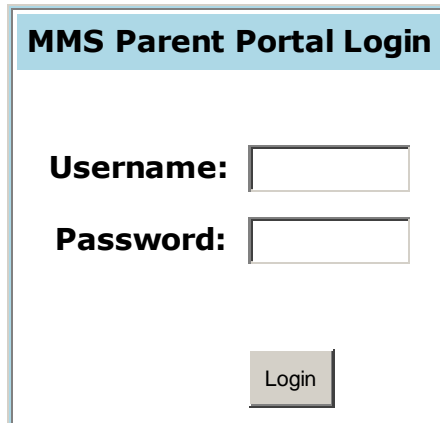


1. Click on <http://173.13.89.146/MMSGB/>
 - a. The page should look like this



Parents, [click here](#) to create your account or [click here](#) if you forgot your password.

2. Click on “click here” to create your account.
3. Once you have “clicked here” you will go to a page that looks like this:

Create Account

Complete the form below and click the “Create Account” button to add your account to the system.

Note: Please enter your First and Last Name exactly as it is on record with the school. All fields are required.

Parent First Name:

- **Parent Last Name:**

Parent Login Name:

Please enter a Student ID number. If you have more than one student, enter only **ONE**. You will be able to add more students once your account is created.

Student ID Number:

4. You will need the information you were sent in the email by the school.
 - a. Type in your first name
 - b. Type in your last name
 - c. Create a login name for yourself
 - d. Input the Student ID Number you were sent in the email (this is your child’s lunch code) and then click on “Create Account”.

5. The screen should show the below information:

Your Account has been created.

An email has been sent to "your email address" with your username and temporary password.

[Click here](#) to go to the login screen.

6. You will get a confirmation email within the next five minutes. Please make sure that you also check your junk mail folder in the event your internet provider filters the email. The contents of the email may look like the following:

Your login information for <http://172.16.1.248/mmsgb/> is:

(DO NOT USE THIS ADDRESS TO GAIN ACCESS TO THE ACCOUNT)

Username: this is the name you created

Password: 000000 (this is computer generated)

The first time you login, you will be required to change your password.

If you received the letter after the first mailing you email should look like this:

Your login information for <http://173.13.89.146/mmsgb/> is:

THIS IS THE CORRECT ADDRESS TO USE

Username: this is the name you created

Password: 000000 (this is computer generated)

The first time you login, you will be required to change your password.

7. Next go back to the site: <http://173.13.89.146/MMSGb/> and sign in with your username and the computer generated assigned password.

8. Once you sign in the following screen will appear and ask that you change your password. Input the old password (computer generated one) and then the new password you choose – confirm the password and then click on "Change Password."

Change Password

Since this is the first time you are logging in, you must change your password.

Old Password:

New Password:

Confirm New Password:

Change Password

9. You will now be signed into the online grading program.
10. Your child's name should be listed as well as a blue highlighted box with the menu choices of Students and My Account.
- a. Here you will be able to manage your account. If you want to add another student you need only click on "My Account" and select the "Add Another Student to this Login". You will need to have your other child's student ID number (either your child can provide this to you and/or you should have received it in a separate email).
 - b. If you'd like to set-up your child's account you will need to choose the Create Student Login under "My Account"
 - c. The following screen will appear. Fill in the information needed and click "Create Account".

Create Student Login

Note: All fields are required.

Student ID Number:

Login Name:

- d. You will get a confirmation email within the next five minutes. Please make sure that you also check your junk mail folder in the event your internet provider filters the email. The contents of the email will look like the following:

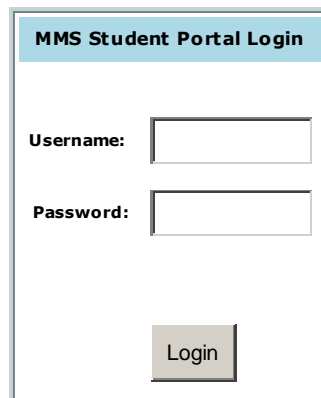
Your login information for <http://173.13.89.146/mmsgb/student> is:

Username: this is the name you created for your child

Password: 000000 (this is computer generated)

The first time the student logs in, he/she will be required to change his/her password.

- e. Next go back to the original website: <http://173.13.89.146/MMSGB/student> and sign in the information provided in your email. The webpage should look like the following:



MMS Student Portal Login

Username:

Password:

f. Next repeat Step 8 and 9 from above.