

Dear IMS Parents:

We are embarking on this journey together as we prepare to launch our online grading system. This will give you and your students 24/7 access to grades as they are calculated and entered in the teacher electronic grade book.

You will need to follow these directions to set up two accounts: one for you and one for your student. **Please set them up together at the same time.**

1. Click on <http://173.13.89.146/MMSGB/>
2. Click on “click here to create your account”
3. Enter your parent user name EXACTLY the way it was emailed to you. For example *cheryl/barry* for parent first name and then *cahill* for last
4. *Parent login in name* you create with no minimum or maximum letters
5. *Student ID number* was emailed to you: it is the lunch ID number we use. You should receive an email within the next 5 minutes with a computer generated password. Please check junk mail if you do not receive it.
6. Now go back to <http://173.13.89.146/MMSGB> and sign in with your username and computer generated temporary password. Once you are signed in it will ask you to change your password. Enter the old one and enter the one you want and confirm it.
7. Your student’s name should now be listed in a blue highlighted box with the menu choices of *Students* and *My Account*. To add another student select *Add Another Student* and enter their student ID number.
8. To set up your student’s account, you need to click on *My Account* and click on *Student Login*. You should receive a confirmation by email within the next five minutes. Please check your junk folder in the event it is filtered out. The first time your student logs in he/she will also have to change his or her temporary password to a chosen one.
9. Go back to the original website: <http://173.13.89.146/MMSGB/student> and sign in with user name and chosen password.
10. Now you and your student are all ready to check on assignments and grades any time of day or night. We hope this will improve communication between home and school and provides you with the information you need to help your student be successful in school.

Please call Angel Hopping at 356 3535 with questions—this is an exciting way to stay in touch!

Cheryl Forster