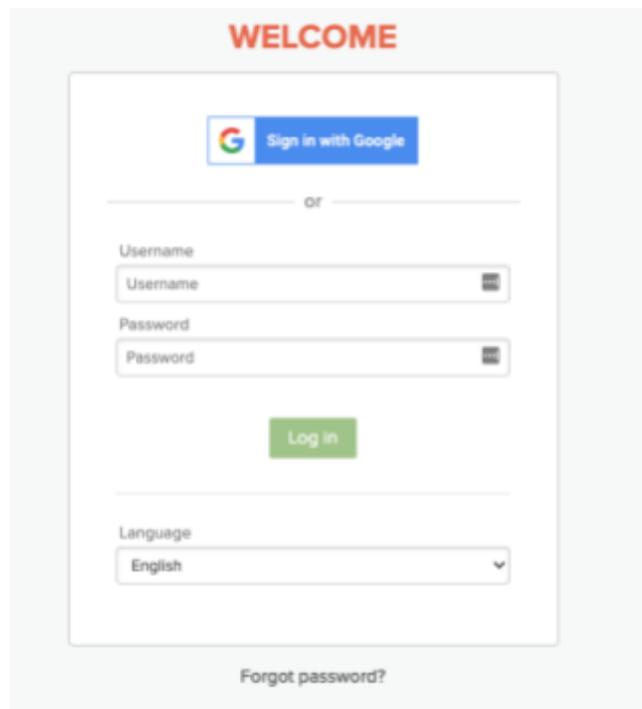


Alma Parent Portal Instructions

Logging into your portal account

1. Click on the “ALMA Portal” link under the Useful Resources tab on the school website.
2. The Welcome / Login page for Alma will appear. If you know your Username and Password you can enter it and login
(**NOTE:** Your Username is generally your name with a period in the middle.

(**First Name.Last Name**)



The screenshot shows the login interface for the Alma Parent Portal. At the top, the word "WELCOME" is displayed in red. Below this, there is a "Sign in with Google" button. A horizontal line with the word "or" in the center separates this from the login fields. There are two input fields: "Username" and "Password", both with placeholder text and a small icon on the right. Below these fields is a green "Log in" button. At the bottom of the login area is a "Language" dropdown menu currently set to "English". Below the entire login area is a "Forgot password?" link.

3. Can't remember your password? - Click the “Forgot Password” link and enter your Username and email address then click “Reset Password”
4. The system will send you an email for you to create a new password.
(**NOTE:** Be sure to check your SPAM / Junk folder for this message because it often gets filtered to this folder)
5. If you do not receive the email please contact our Data Manager Tim Smith (tsmith@sau90.org) so that he can assist you with accessing your account.

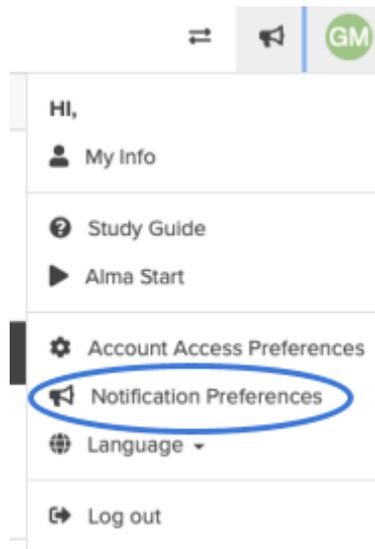
Alma Parent Portal Instructions

Setting up Notifications

1. Login to your Alma Parent Portal
2. Click on the circle icon in the top right corner of the page.
NOTE: This circle will have your initials in it



3. Click on “Notification Preferences” in the drop down menu



4. The “notifications” tab will display your options for Emergency, Attendance, and Missing Assignment Notifications

account access **notifications**

EMERGENCY NOTIFICATIONS For emergency notifications how would you prefer to be contacted?

Phone Call Text Message

ATTENDANCE NOTIFICATIONS When your child misses school how would you prefer to be contacted?

Phone Call Text Message

MISSING ASSIGNMENT NOTIFICATIONS When your child has missing assignments how would you prefer to be contacted?

Email Text Message Do not send

- a. **Emergency Notifications** - Select if you would like to receive these notifications as a phone call or a text message.

Alma Parent Portal Instructions

- b. **Attendance Notifications** - Select if you would like to receive these notifications as a phone call or a text message.
- c. **Missing Assignment Notifications** - Select if you would like to receive these notifications as an Email or a text message. **NOTE:** The default setting for missing assignments is “Do not send”.
 - i. If you select “Email” you will need to choose how often you want to receive the notifications (Daily or Weekly) and if you would like to be notified if there are no missing assignments.

MISSING ASSIGNMENT NOTIFICATIONS When your child has missing assignments how would you prefer to be contacted?

Email Text Message Do not send

How often would you like to receive notifications?

Weekly Daily

If there are 0 missing assignments would you still like to receive a notification?

Yes No

- ii. If you select “Text Message” you will receive notifications weekly and you will need to select if you would like to be notified if there are no missing assignments.

MISSING ASSIGNMENT NOTIFICATIONS When your child has missing assignments how would you prefer to be contacted?

Email Text Message Do not send

How often would you like to receive notifications? (Text message notifications are only available weekly)

Weekly

If there are 0 missing assignments would you still like to receive a notification?

Yes No