

Alma - Student Information System

At Our Lady of Fatima Parish School, we use a student information system called Alma. Alma is a secure, easy-to-use online system that brings important school information and tools together in one place. In addition to educator tools, Alma offers a parent and student portal to help families stay informed and on track with student learning. The portal provides access to our academic calendar, staff directory (not the family directory), attendance history, assignments (Middle School only), and grades (Middle School only). You can also email teachers and school staff through Alma, so you never have to search for our contact information. If you have more than one child enrolled at our school, you can view all their information with a single login.

The parent information entered in Alma is what we use to create class contact lists and the family directory. Alma is also the tool we use for school communications such as notifying parents when a student has been marked absent unexcused, when the school will be closed due to inclement weather, or in the case of an emergency or lockdown, so it is imperative that all parents set up their accounts, log in, and update their contact information and communication preferences prior to the start of the school year and any time you have a change of information. (If your address and/or phone numbers change during the school year, please also send Mrs. Gimbl an email.)

Alma is also where you enter emergency contacts and child release authorizations for your child(ren). Each parent has his/her own Alma account, and parents do not need to list each other as emergency contacts. Rather, parents should ensure they enter and keep updated the contact information of other family and friends to be contacted in an emergency if we are unable to reach the parents.

Our school Alma site URL is olfatima.getalma.com, and there is a link to Alma at the top of our school website (school.olfatima.org) for your reference. There is also a mobile app called Alma Now.

Account Login

Log in to our Alma site: olfatima.getalma.com

Enter your username (the convention is usually first name.last name).

Enter your password. If you can't remember your password, email Mrs. Gimbl to request a reset.

Updating Account Information

Click on your initials in the upper right corner and select "My Profile" to view and update your contact information and the contact information for your child(ren). Click on each box to edit the information, and please be sure to list your preferred phone number and email address at the top of the respective boxes (you can drag numbers up or down by clicking on the four dots next to each number/email address). If you enter a mobile number, please be sure to check the box that says, "Can SMS," so that Alma knows it is a mobile number.

For your child's phone number, please list his/her mobile number (click the "Can SMS" box) if applicable, so your child will receive notifications too. If your child does not have a mobile number, please leave this field blank unless you have a home phone number that you want used for emergency notifications (see below).

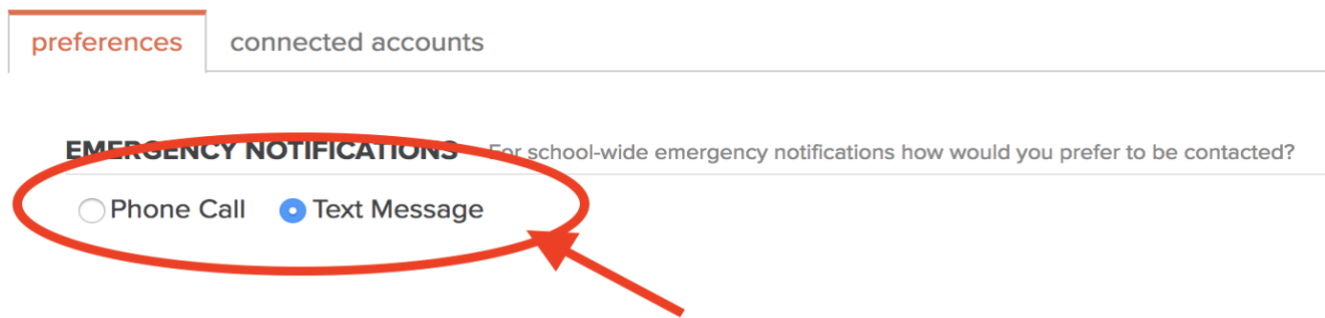
For your child's email address, the first email listed should be his/her OLF school email account (used by students in 6th Grade and up). Alma interfaces with Google Classroom, and Middle School students will be using both systems. A personal email address can be added after their school email, if desired. Students in 5th Grade and below do not yet use their OLF email addresses (don't enter a parent email address).

Enter emergency/child release contacts for each child, not just for one sibling in the family as teachers only have access to information for the students in their class. Please be sure to select the relationship of each contact, enter his/her email and phone number(s), and click the appropriate boxes to indicate if the contact lives with your child, if the contact should receive school mailings, and/or if the contact is allowed to pick up your child from school. Please list at least two local contacts and one out of state contact whom we could reach in an emergency if local cell networks were overloaded. Remember, parents should not list each other as emergency contacts. Rather, parents should ensure they enter and keep updated the contact information of other family and friends to be contacted in an emergency if we are unable to reach the parents.

Next, again click on your initials in the upper right corner and select "Notification Preferences." Here you will select if you prefer to receive a phone call or text message for emergency notifications. You will also receive an email.

OUR LADY OF FATIMA PARISH SCHOOL

MY PREFERENCES



preferences connected accounts

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

Phone Call Text Message

Select your preference for an emergency notification.

Phone Calls:

- All emergency messages will be read out loud by a computerized voice when the phone calls are sent.
- If the same number is listed for multiple users, the number will only be called once.
- The first number listed for each user is the number that will be called. The same applies to email addresses. Only the first email listed will receive a message.

Text Messages:

- The first number listed with "can SMS" checked will receive a text message.
- If an emergency message is longer than a standard text message (as determined by a user's phone/carrier), corresponding text messages will be split into several different messages or converted to an MMS to accommodate the length.

You can choose to have the family home number listed first under the student while the parents have either a mobile or work number listed first. This ensures both the family line and the parent's private line of choice is used.

Under the "Connected Accounts" tab, you may choose to connect Alma to your Google account in order to streamline the sign in process to Alma with that account. This step is optional.

A few things to note:

- Each parent has his/her own Alma account that they need to activate, and each parent is responsible for maintaining current contact information in their account.
- It is best if parents don't use the same email address.
- If a parent has not shared his or her email address with the school, he/she would not have received an Alma activation email and will not receive school communications or notifications.

Please remember to update Alma should your address or phone number change, and email Mrs. Gimbl as well so she can ensure your information is correct across our systems.

Please email Mrs. Gimbl (sgimbl@olfatima.org) with questions about Alma.