Student Progress Center Directions St. Martin Parish

1. Go to website: https://www.saintmartinschools.org/parents
2. Scroll down to **St. Martin School Student Progress Center**
3. Click Register New User
4. Click Register New User again.
5. Step 1: Verification-Follow the directions on the page that opens. The PSN Number can be found on the attached Student Enrollment Form under **Student Portal #**. If any of the required information is missing from the Student Enrollment Form you will not be able to create an account at this time. The PSN is usually the last 5 digits of the student's Social Security Number.
6. If information is correct on the Student Enrollment Form, enter the information, click continue.
7. Step 2: User Creation: Follow the directions on the page to create a Username and Password that you will remember. You can write your username and password at the bottom of this page. Click complete and your student's Student Progress Center account will open.
8. Once account is open, on upper right click the down arrow Make Selection. Click your student's name. You can now view the Pages, Grade, Calendar, Attendance, Discipline, Transcript, Test, and Communication by clicking the word on the gray bar at the top of the page.
9. When finished viewing, click Logout at the top left.

Username: _____

Password: _____