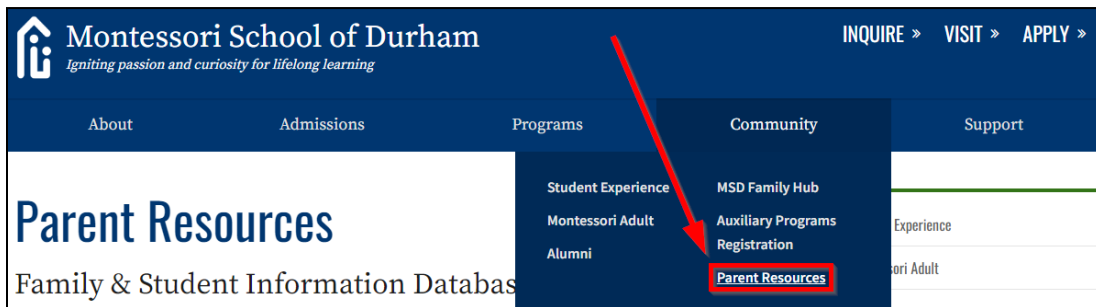




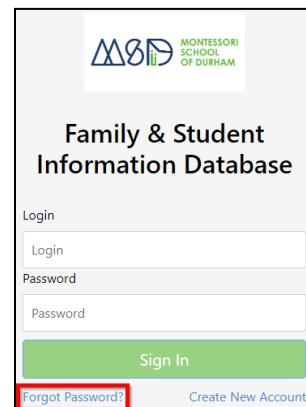
Family & Student Information Login & Database Instructions

The MSD Family & Student Information Database is a secure web page where you can access your family's and your child's information and make any edits that are necessary.

You will be able to access the database at any time using your credentials and provide updates or verify information. You may access the database directly from our website under Parent Resources (www.msedurham.org) or from the [MSD Family Hub](#) (passkey: MSDfam22-23).



Current 2023-24 families should sign in using the credentials you created last year when you updated your family information. You have the option to reset your password if you don't remember it.



Families new to MSD for the 2023-24 school year should create an account using the instructions below:

Follow the steps to create your account:

1. Go to the [Family & Student Information Database](#). It is helpful to create your database login on a desktop computer or laptop, rather than your mobile device. In the initial login, you will need to enter a verification code that will be sent to your email so we suggest that you open the link in a separate web browser, rather than directly in your email app.
2. Once you are on the login page for the database, you will use the **Create New Account** option on the bottom right of the page to set up your account.

Create New Account

Email *
moriah@msdurham.org

Please enter your email address and click Submit.

Submit Cancel

3. If your email address matches the database records, you will be prompted to set up the password credentials for your account. Make sure you follow the password complexity rules that are displayed for you and set up your security question and answer. This question and answer will be needed in case you forget your password in the future.

Create New Account

Email *
moriah@msdurham.org

Password *
.....

Confirm Password *
.....

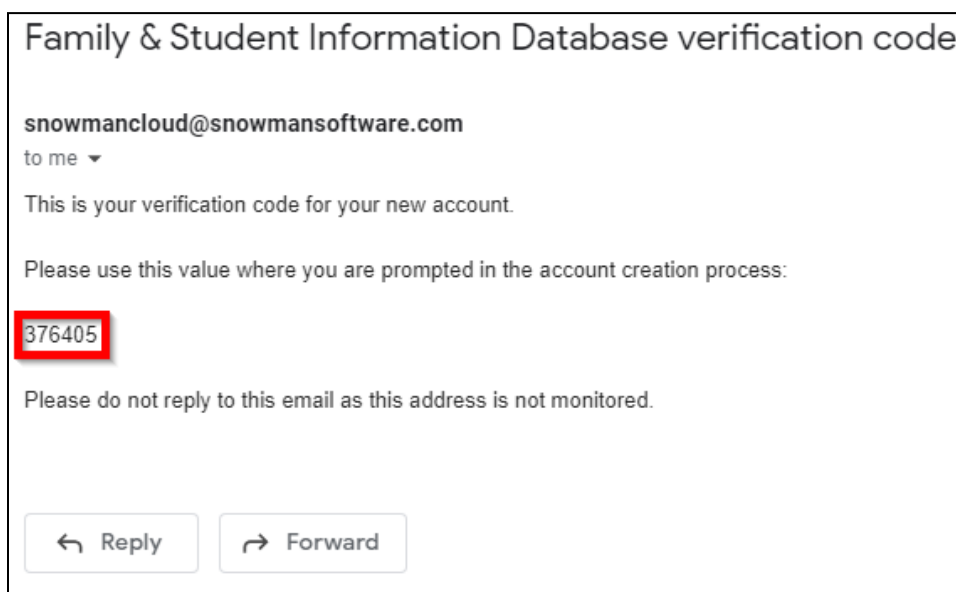
Minimum six characters
Must contain at least one number
Must contain at least one of these special characters: !# \$ % & * ()

Security Question *
What is my dog's name?

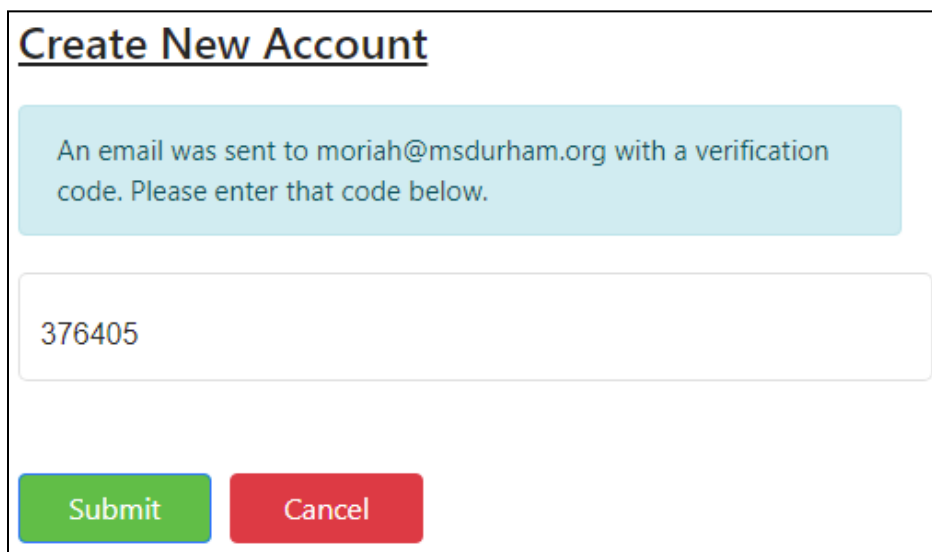
Security Answer *
....

Submit Cancel

4. If your email address is not recognized (i.e., it does not match what is in the database records) you will see the error message shown below. Please contact office@msdurham.org or call 919-489-9045 if you have any problems creating your account.
5. Once you click **Submit**, a verification code will be emailed to you from snowmancloud@snowmansoftware.com. Check your email to find the verification code that was sent to you - Be sure to check your spam folder or junk mail!



6. Enter the verification code in the web browser where you are prompted and click **Submit**.

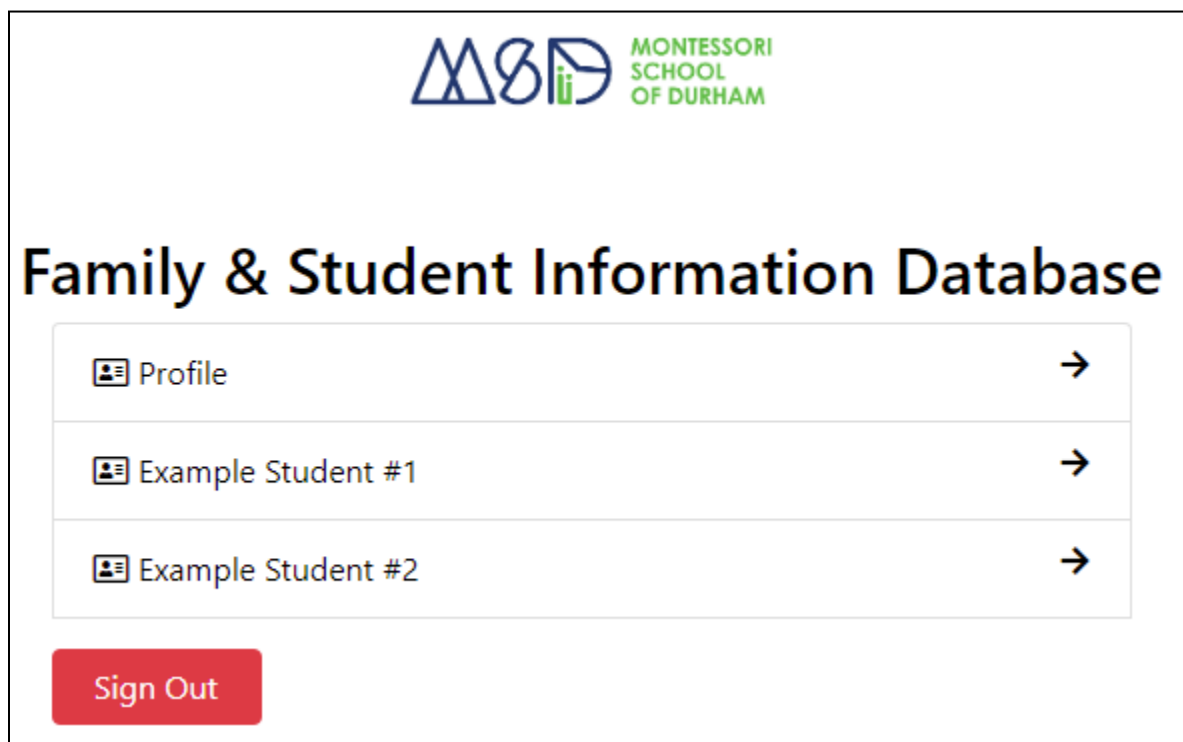


7. Once you enter the correct verification code, your account is created, and you will be logged in. From this point forward, you will simply be able to login to the database using the same email address and the password you created.

If, at any point in the future, you forget your password or you want to change it, simply click the **Forgot Password?** link and, after correctly answering your security question, you may create a new password.

Family & Student Database Main Menu

After logging in you will see the main menu. It will list a **Profile** option where the parent/guardian and family school data fields are, followed by your child's profile (or multiple profiles if you have more than one child enrolled at MSD).



When you click on the **Profile** option you will see the parent/guardian names on top, and information fields as you scroll down.

The screenshot shows the top of a web page for the Montessori School of Durham. At the top center is the school's logo, which consists of the letters 'MSD' in a stylized blue font, followed by the text 'MONTESSORI SCHOOL OF DURHAM' in green. Below the logo is the title 'Family & Student Information Database' and 'Moriah Petersen Griffin Profile'. On the left side, there is a green button labeled 'Back'. Below the title, there is a horizontal line, followed by the text '* means field value is required' on the left and a green button labeled 'Change All' on the right. Below this is a large green header bar with the text 'FAMILY & EMERGENCY INFORMATION' in white. At the bottom of the screenshot, there is a small line of text: 'Thank you for filling out our Family and Emergency Information online. We hope this makes conveying critical information'.

Please review this information and submit updates where necessary. If you need to change one or more fields, you first need to click the green **Change** button to the right of the field. This will unlock that field for you to be able to enter changes there. Alternatively, if you are changing multiple fields, you can just click the **Change All** button located in the top row. This will unlock all fields shown there so you can change any field as needed.

The screenshot shows a form titled 'PARENT/GUARDIAN #1 INFORMATION' in a green header bar. Below the header, it says 'Please provide the following information for Parent/Guardian #1'. There are two input fields. The first is labeled 'First Name*' and contains the text 'Moriah'. To the right of this field is a green button labeled 'Change', which is highlighted with a red box. A red arrow points from the 'Change' button to the 'Moriah' text in the input field. The second input field is labeled 'Last Name*' and contains the text 'Petersen Griffin'. To the right of this field is another green button labeled 'Change'.

Once you are ready to submit your changes, click the **Submit** button at the bottom left of the form. When you see the **Profile update submitted** message appear, below the **Submit** button, you can click the **Back** button to go to the previous menu screen. You will get a confirmation email that the changes have been successfully submitted.

Please remember to review the parent/guardian profile AND the student profile. You will need to edit and submit EACH profile!

CONFIRMATION AND SIGNATURE

The information provided above is accurate to the best of my knowledge. By entering my name and date in the field below, I acknowledge that I have submitted a binding electronic signature.

Please enter your full name and today's date.*

Moriah PetersenGriffin 5/20/22 Change

Submit Back

CONFIRMATION AND SIGNATURE

The information provided above is accurate to the best of my knowledge. By entering my name and date in the field below, I acknowledge that I have submitted a binding electronic signature.

Please enter your full name and today's date.*

Moriah PetersenGriffin 5/20/22 Change

Submit Back

Profile update submitted. ←

IMPORTANT NOTE

When you submit your database updates to MSD, they go into a holding area before they are permanently updated in the information system. We will review and accept changes in a timely manner. Thus, when you log back into your account after submitting changes, the old values may still display, which is normal. You should not re-enter this information unless you did not receive a confirmation email.

Student Profile and Other Student Options:

There is a profile menu option under each one of your enrolled students, similar to your parent/guardian profile. We request that you submit updates to the student profile as necessary.

Student profile updates are done the same way as explained above in the parent/guardian profile section. Click the **Change** button for any field value you want to change, enter the new values, then click **Submit** once you have made needed changes.