

**SAINT MARY'S COLLEGE**  
**PRISM for Parents**  
**Frequently Asked Questions and Instructions (Students)**

**Q. What do I do first to grant my parent(s)/guardian(s) access to PRISM for Parents?**

- A. To grant access, please proceed as follows:
- Go to the Saint Mary's portal ([my.saintmarys.edu](http://my.saintmarys.edu)). Use your email username and password to log in.
  - Click on the Student Academics tab.
  - Click on the PRISM icon.
  - From the Main menu select "PRISM for Parents"
  - Choose "Select Parent"
  - Read instructions carefully, then select a name from the dropdown list. Click "Submit".
  - Select "Authorize Information"
  - Read the instructions carefully
    - Write down the User ID displayed on the screen and to give to your parent.
    - Your parent's PRISM PIN will either be the MMDDYY of their birth or the last 6 digits of his or her User ID.
  - Then scroll down and select the information you want that parent to be able to view. It will be the same information that you see in PRISM (click on underlined link to see what your parent will see).
  - Click "Submit".
  - You may change the items selected at any time.
  - **NOTE:** If you have previously given your parent(s) your PRISM User ID and PIN, you may want to change your PIN, and remind your parents to use their own PRISM User ID and PIN from this point forward.

**Q. What will my parents need to do to access PRISM for Parents?**

- A. Once you have granted access to your parent they will need follow this path:
- Go to <http://www.saintmarys.edu/prism>
  - Click on Enter Secure Area
  - Login using the User ID and PIN that you provided. During the initial login, your parent will be required to change their PIN and set up security questions to be used if they forget their PINs. Your parents should contact the Registrar's Office at Saint Mary's (574) 284-4560 or [registrar@saintmarys.edu](mailto:registrar@saintmarys.edu) if they experience difficulties with PRISM for Parents.
  - From the Main Menu select "Prism for Parents".
  - Choose "Select Student". Click on the student from the drop down box. Click "Submit".
  - Select "View Information". (NOTE: If your parent receives the message "No student records available, please contact your daughter." you have not authorized your parent to see any information).
  - Click on the information to be viewed.
  - Exit and close browse when finished.

**Q. My parents names do not appear (or is incorrect) in the drop down box. Why?**

- A. Your parent information was not submitted (or not entered correctly) on your application for admission. To update, bring your parent information to the Admission Office, 122 Le Mans Hall.

**Q. Why can't I see my parent's PRISM User ID?**

- B. Your parent is either an Alumna or an employee of Saint Mary's and would already have their own User ID and PIN for access to PRISM. However, they will not be able to view any of your information until you grant them access.

**Q. My mother is an Alumna but she does not have a User ID or PIN. How does she get one?**

- A. Your parents should contact the Registrar's Office at Saint Mary's (574) 284-4560 or [registrar@saintmarys.edu](mailto:registrar@saintmarys.edu) for assistance.

**Q. Do I have to give my parents the same access to my information?**

- A. No, both your parents' names will appear individually as selections, and you have complete control over what information you give to each parent. This would allow you, *for example*, to authorize one parent to see your grades and your bill, but allow the other parent to see your financial aid information. The choice is yours.