

# **SAINT MARY'S COLLEGE**

## ***PRISM for Parents Instructions for Students***

### **If you have access to the portal:**

To grant your parent access to your records through PRISM for Parents, please proceed as follows:

1. Log into the Saint Mary's portal ([my.saintmarys.edu](http://my.saintmarys.edu)) using your email username and password.
2. Click on the "Student Academics" link in the left-hand navigation bar
3. Click on "PRISM for Parents".
4. Click on "Select Parent".
5. Read instructions carefully, and then select a name from the dropdown list. Click "Submit".
6. Click on "Authorize Information."
7. Write down the User ID displayed on the screen to give to your parent.
8. Your parent's PRISM PIN will either be the MMDDYY of their birth or the last 6 digits of his or her User ID.
9. Scroll down and select the information you want your parent to be able to view.
10. Click "Submit".

### **If you don't have access to the portal:**

To grant your parent access to your records through PRISM for Parents, please proceed as follows:

1. Direct your web browser to [www.saintmarys.edu/prism](http://www.saintmarys.edu/prism).
2. Click "Enter Secure Area" and login (your User ID is your SMC ID; your PIN is initially your date of birth formatted MMDDYY).
3. Click on the "PRISM for Parents" tab.
4. Click on "Select Parent".
5. Read instructions carefully, and then select a name from the dropdown list. Click "Submit".
6. Click on "Authorize Information."
7. Write down the User ID displayed on the screen to give to your parent.
8. Your parent's PRISM PIN will either be the MMDDYY of their birth or the last 6 digits of his or her User ID.
9. Scroll down and select the information you want your parent to be able to view.
10. Click "Submit".

**NOTE:** Contact the Registrar's Office at (574) 284-4560 or [registrar@saintmarys.edu](mailto:registrar@saintmarys.edu) if you have any questions regarding PRISM for Parents.