SAINT MARY'S COLLEGE
PRISM "Self-Service" for Parents

Instructions for Students

Q. What do I do to grant my parent(s) or guardian(s) access to PRISM Self-Service for Parents?

A. To grant access, please proceed as follows:

- Login to PRISM
- From the Main menu select "PRISM For Parents"
- Choose "Select Parent". Select a name from the drop down list. SUBMIT
- Select "Authorize Information". Read the Parent User ID and PIN Information carefully. 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 on PRISM.
- SUBMIT

Repeat this process for your other parent.

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 Self-Service for Parents?

A. Once you have granted access to your parent, they will need to:

- Go to http://www.saintmarys.edu/registrar/parents.
- Select "PRISM" from the menu on the left
- Select "Enter Secure Area"
- Enter your User ID and PIN. Click on LOGIN (**NOTE:** during the initial login you will be required to change your PIN, and set up two security questions. You should contact your daughter if you need assistance with navigation or if you experience difficulties with PRISM.)
- From the Main Menu, select "PRISM for Parents".
- Choose "Select Student". SUBMIT.
- Click on student from the drop down box. SUBMIT. You will then return to the menu.
- Select "View Information" (**NOTE:** If you receive the message "No student records available, please contact your daughter", your daughter has not authorized you to see any information.)
- Select the information you wish to view.

Q. Why can I see my parent's User ID?

A. If your parent is not an alumna, nor an employee, you can see your parent's User ID so you can give it to them to access PRISM. You control their access to PRISM and this access will be secure the first time they login and have to change the initial PIN.

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

A. Your parent is either an Alumna or an employee of Saint Mary's, and would already have 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 and does not have a User ID or PIN, how does she get one?

A. There are instructions for Alums on the SMC website. Click on Alumnae and Friends, then The Belle Network (which is the same as PRISM). She should follow the instructions given here or contact the Alumnae Relations Office.

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

A. No, both your parents' names will appear as selections, and you have complete control over information you authorize each parent to view. This would allow you, for example, to authorize one parent to see your grades, and your bill, but allow the other parent to see only your financial aid information.

Q. My parent(s) are able to access PRISM from home, but get an error message when trying to access it from their place of employment?

A. Many businesses have a firewall that will not allow access to some outside internet sites. Your parent may have to contact the network administrator at their workplace to see if an adjustment can be made to the firewall software to allow them access to the Saint Mary's site.

If you have any questions, please contact the Office of the Registrar at registrar@saintmarys.edu or call 574-284-4560.