

# HOW TO ACCESS YOUR CLASS ROSTER ONLINE

## Set up STM User Name and Password

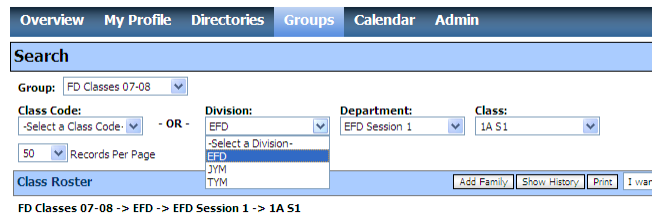
- Please note that you need to type your name and email address exactly as we have it in the parish database when you register to obtain a user name and password. If you need to verify this information, email Maria at [mdelrosario@st-thomasmore.org](mailto:mdelrosario@st-thomasmore.org).
- After your email address has been verified, go to [www.church.st-thomasmore.org](http://www.church.st-thomasmore.org) and click on **MEMBER LOGIN**.
- Enter your name and email address on the **New User Login?** box and click **Find Me**.
- Access ACS will email you your STM user name and an initial password.

## Member Login

- Go to [www.church.st-thomasmore.org](http://www.church.st-thomasmore.org) and click on **MEMBER LOGIN**.
- Enter the your STM username and password on the Member Login screen and click **Sign In**.

## Viewing your class roster

- After you have successfully logged in, position your cursor over **Groups** and select **Classes** from the list.
- For **Group** select **FD Classes 08-09** from the pull-down list. This will bring up the boxes where you can select your Division, Department, and Class.
- For **Division** select **EFD, JYM or TYM**.
- For **Department** choose as appropriate.
- You will now be able to select your class from the **Class** pull-down list.
- Your class roster will show the names of your students and your co-catechists with phone numbers of the parents. Email addresses are not displayed for students, but you can email their parents from another location.



## Sending a Group E-Mail

- To email the parents of the entire class click the box next to **Name** on the heading row. To email the parents of selected students click the box beside their name.
- At the right of the Class Roster header under **I want to...** select **Group Email** from the pull-down list and click **GO** to be directed to the Send Email screen.
- From the Send Email screen select **Allow us to send the email to the parents of any children selected** and click **NEXT**. This will take you to the Compose Message screen where you can now type your message.
- Please take note of any persons that do not have an email address and call them with your message. Seek translation help if the family does not speak English.
- If you receive a return email, contact Maria at [mdelrosario@st-thomasmore.org](mailto:mdelrosario@st-thomasmore.org) so she can research the correct email and update the database.

