



Welcome to *NetHORSEMEN*

St. Michael's Grade and Attendance Portal

PARENT/GUARDIAN INFORMATION

Quick Start Guide for Parents/Guardians

Suggested Browsers: *Google Chrome, Safari, Mozilla Firefox*

- Go to the St. Michael's website: www.stmichaelsf.org. Click on NETHORSEMEN at the top of the homepage.
- Login to NetHORSEMEN using your ID and Password at the top right hand side of this sheet. Sometimes capital I's can look like l's, and O's like 0's, so if you're having trouble logging in, this could be the issue – try changing the characters. These are Parent/Guardian accounts. We recommend you change your password from time to time! Students have their own accounts
- Once logged in, you may be prompted to set up some security questions so that you can change your password. If this appears, complete that setup.
- Next, you should see your student's name toward the upper left hand side of the window. If you have more than one student at St. Michael's, use the pull down menu to see your other students. Some may be seeing older students who have already graduated. We're working on removing those, but for now, they don't affect current student information.
- If you can see your student(s), YOU'RE READY! First, you'll want to customize your homepage:
 - From the drop down menu for the names, select one of your current students.
 - Next, place your cursor over the *My Settings* option in the green menu bar at the top and click on *Customize Home*. On the first pull down menu, choose the appropriate marking column. To begin our year, select the "Trimester 1 6 Week Grade" marking column. More choices will appear as the year progresses, and you will need to re-customize your homepage after each 6-week grading period.
 - Optional: Choose selections for the other menu items by clicking on the appropriate checkbox and making your selection for the pull down menus, or typing in a number in the last box.
- WHEN YOU'RE DONE MAKING YOUR CHOICES, BE SURE TO HIT THE SAVE BUTTON AT THE BOTTOM!
- Next, in the green menu bar at the top, click on *Home*. (Do not use the back button of your browser!) The homepage should now show the student's current classes, his/her latest averages for those classes in the current grading period, as well as the other information you chose when you customized this page. Simply change the name to see your other students' info.
- If, on the homepage, you click on one of the classes that contain an average, you will be taken to a screen that shows "Graded Student Work". Click on the ***Expand all*** button in the upper right corner to see more details about the assignments for that class.
- If by next week you are not seeing an average for one or more classes, please email those teachers and let them know that their grades are not showing. Sometimes it's simply an issue of a box the teacher needs to check. To email a teacher, you can click on the teacher's name while looking at the grades, or you can go to the school's website, look under the ABOUT menu, choose the Faculty and Staff option, find that teacher and click on the email option.

While this is certainly not the only way to access your students' grades within NetHORSEMEN, we hope it gives you a place to start! We encourage you to explore other menu items in NetHORSEMEN. If you have any questions about NetHORSEMEN, please email (barmijo@smhs.me) or call Bill Armijo, Registrar. Have a great year!