



# Arbor Park

## School District 145

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Dear Parent/Guardian,

As we continue planning for the 2020-21 school year (even in this uncertain time), we have some exciting news that we would like to share. Back with our Pre-K / Kindergarten registration in February 2020, Arbor Park School District 145 began using a new student information and registration system called Alma. Alma is a software system that will help us better manage school, classroom and student information. Alma will be replacing Infosnap and Powerschool going forward.

Alma, is a secure, easy-to-use online system that brings important school information and tools together in one place. We expect this to save school leaders and teachers time, and make it easier to get a complete view of what's happening with each student's learning.

In addition to educator tools, Alma offers a parent and student portal to help families stay informed and on track with student learning. The portal provides access to:

- School Calendar
- Staff Directory
- Class Rosters
- Attendance History
- Assignments
- Grades

You can also email teachers and school staff through Alma, so you never have to search for their contact information. If you have more than one child enrolled in Arbor Park School District 145, you will be able to access all of their information with a single login.

On Monday, May 11<sup>th</sup>, you receive an email from Alma with information about how to register for the 2020-21 school year. If you do not receive an e-mail from Alma (please check your spam folder) on Monday, May 11<sup>th</sup>, please contact Marge Hesse at [mhesse@arbor145.org](mailto:mhesse@arbor145.org).

For more information about Alma, feel free to visit their website at [www.getalma.com](http://www.getalma.com). You can also find additional information regarding registration with Alma on the reverse of this page. Thank you and welcome to the start of the 2020-21 school year!

Sincerely,



Dr. Brian K. O'Keeffe  
Assistant Superintendent of Finance/CSBO

## Instructions for Logging into your Alma Account

PARENTS & STUDENTS



1. You should have received an email from [notifications@getalma.com](mailto:notifications@getalma.com). This email contains your username (firstname.lastname) and a link to set your password.
2. Click on the link and follow the instructions for setting your password. Your password must be between 7-30 characters and it must match 3 of the following 4 requirements:
  1. Letter
  2. Number
  3. Capital Letter
  4. Character (!@#\$%^&\*)
3. Once you have successfully set your password you will be redirected to your Alma homepage where you can log in! You can bookmark the log in page for easier future access.  
Your Alma homepage: \_\_\_\_\_

### [Having Trouble logging in? FAQs](#)

#### **What is my username?**

Your username is typically your firstname.lastname. Your school administrator has access to this information and can tell you your username as well.

#### **Help! I can't remember my password!**

That's ok! There is a 'Forgot Password' link that you can click on your Alma homepage. This will allow you to reset your password. You will just need to know both your username and email associated with the account.



#### **I've been locked out of my account...**

An account becomes locked after incorrectly entering your username and/or password 5 times. There is a warning message letting you know how many attempts you have left. If you see that you are getting close to running out of chances, you may want to click the 'Forgot Password' link. Otherwise, you will get locked out of your account. Only your school admin will be able to unlock your account.

#### **Why can't I access my homepage?**

Make sure that you are logging in from a desktop computer or tablet (no smartphones) and using the browser Google Chrome or Mozilla Firefox.

Still can't access your homepage? Did you type "www" before your school URL? If so, type in the school URL without the "www" and you should be able to access the homepage!