**St. Michael the Archangel School** is using the OptionC Learning Management System for all students and parents. This state-of-the-art system provides an online homeroom for students and parents to retrieve information such as: nightly homework assignments, class schedules, attendance records, grades, and school calendars.

## **Directions:**

1. Please take a few minutes to go to <a href="www.optionc.com">www.optionc.com</a>. On the top right corner of the page, click **Log In**.

Please Note: If you are on a tablet or smart phone, you will see a round icon instead of **Log In**. Click it to open the menu and select **Log In** 



2. On the page that comes up, enter our school code, **3018**, and when **St. Michael the Archangel School** appears, select it.



- 3. Please sign in with the following information:
  - 1. Username:
  - 2. Password:
- 4. Your username and password must remain secure; do not give out your information to others. Anyone who knows your username and password can access and change your information. Please do not share your parent login with your child due to the sensitive information available to parents.
- 5. Once you have logged in, please click on the Blue User icon in the top right corner and select Change Password.

Please take several minutes to become familiar with the web site. It is very easy to use and will be a means of communication between the school and you and your child/children. If you have any questions, please give us a call at **610.867.8422**.