

# Providence Montessori's Online Database

## Student/Parent/Staff Individual Profiles

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Dear Providence Families!

One of the most important ways we collect information about our families and children is through our database system, Blackbaud. This online system maintains our records efficiently and helps to reduce paper waste. It will be a tool you will use annually, to both update and change information. Each time you make a change, the school will be notified.

**Every member of the family has their own profile record.  
It is very important that information be accurate for each individual.**

Your **child's** online record pulls information from **both parents'** records, and this information is compiled in to a Student Emergency Form that is printed and given to the classrooms, the specials teachers, the after-school staff, and is also located in a notebook in the office for daily use.

**Parent profiles** contain required information regarding address, phone, email, etc. There are also places to indicate your profession, committees that you might like to be on and other interests you may have. Regardless of marital status, your child's profile pulls information from each parent's record.

**Child profiles** contain the same required information PLUS required fields for: other individuals who are approved to pick your child up, additional emergency contact information, medical information, allergies, and a few check boxes that need to be updated annually.

**We require all profiles to be updated each year. This is for the safety of your children.**

Accessing your profile is easy...

**IF YOU ARE ACCESSING OUR DATABASE FOR THE FIRST TIME, THE SECURITY FEATURES HAVE CHANGED.  
PLEASE SCROLL DOWN TO THE NEXT SECTION (in red) AND FOLLOW THOSE INSTRUCTIONS.**

### **For returning database users:**

Each child and parent is assigned a unique username and password:

Username: firstnamelastname      Password: firstnamelastname

Example:

(Father)	Username: johndoe	Password: johndoe
(Mother)	Username: sallydoe	Password: sallydoe
(Child1)	Username: willdoe	Password: willdoe
(Child2)	Username: sarahdoe	Password: sarahdoe

Here are detailed instructions for accessing the database:

1. Go to the Providence Montessori School website: <http://www.providencemontessoriky.org>
2. Click on the STUDENTS/PARENTS tab
3. Click on ... PARENT/STUDENT/STAFF ONLINE ACCOUNTS
4. Log in with the username and password of the family member's profile you wish to update  
*\*You will probably be asked to change your password when you attempt to log in for the first time.*

5. Choose **UPDATE MY PROFILE** and complete or edit the information
6. After reviewing all fields, click **YES** in the box that confirms the information is correct for the xxxx-xxxx school year
7. Click **UPDATE** at the bottom of the page
8. Return to the top of the page to see 'Thank You For Updating Your Profile'.
9. If you do NOT see this message, then you have NOT successfully completed filling out/updating the required information.
10. While logged in to the account, you may choose to set your own unique Username &/or Password\*.
11. **Logout\*\***

\*Occasionally we have parents with the same name ... ex. Bill Smith. If there are two Bill Smith's in our database, the second will be assigned a more unique username and password, for example, billsmith18. Please pay careful attention to the username assigned to you to make sure you update YOUR profile when logging in. For this reason, it is advised that everyone create a personal password after logging in to the database the first time. Please save your username and password.

**\*\*You MUST LOG OUT** of one record before logging in to another account.

### **For NEW database users:**

Each child and parent is assigned a unique username and password:

Username: FirstnameLastname      Password: FirstnameLastname1

Example:

(Father)	Username: JohnDoe	Password: JohnDoe1
(Mother)	Username: SallyDoe	Password: SallyDoe1
(Child1)	Username: WillDoe	Password: WillDoe1
(Child2)	Username: SarahDoe	Password: SarahDoe1

Here are detailed instructions for accessing the database:

12. Go to the Providence Montessori School website: <http://www.providencemontessoriky.org>
13. Click on the STUDENTS/PARENTS tab
14. Click on ... PARENT/STUDENT/STAFF ONLINE ACCOUNTS
15. Log in with the username and password of the family member's profile you wish to update  
*\*You will probably be asked to change your password when you attempt to log in for the first time.*
16. Choose **UPDATE MY PROFILE** and complete or edit the information
17. After reviewing all fields, click **YES** in the box that confirms the information is correct for the xxxx-xxxx school year
18. Click **UPDATE** at the bottom of the page
19. Return to the top of the page to see 'Thank You For Updating Your Profile'.
20. If you do NOT see this message, then you have NOT successfully completed filling out/updating the required information.
21. While logged in to the account, you may choose to set your own unique Username &/or Password\*.
22. **Logout\*\***

\*Occasionally we have parents with the same name ... ex. father and son are both Bill Smith. If there are two Bill Smith's in our database, the second will be assigned a more unique username and password, for example, billsmith18. If the father or son has indicated they are a "Jr" or have a roman numeral, this information will be applied to the end of the name ... ex. Bill Smith III would have a username of BillSmithIII and a password of BillSmithIII1.

Please pay careful attention to the username assigned to you to make sure you update YOUR profile when logging in. For this reason, it is advised that everyone create a personal password after logging in to the database the first time. Please save your username and password.

**\*\*You MUST LOG OUT** of one record before logging in to another account.

**Please complete the steps above for EACH parent and EACH child attending Providence.** After you initially complete a profile, you only need to review and edit the information annually, unless there are changes to your address, phone, email, medical, pickup etc. information during the school year.

**Remember, changes must be made in EACH record they apply to.**

### **Important**

Please make sure that you ...

- 1) log in to **each** record individually
- 2) check info in **all** data lines
- 3) click **YES** for the line 'Current for "xxxx-xxxx" School Year
- 4) press the **Submit/Update** button at the very bottom of the profile page
- 5) receive a **Thank You for Updating Your Record** message before closing the screen
- 6) **log out of each record** before logging in to another

This information is **REQUIRED** by our school and it **must be accessed and updated annually.**

While logged in you can access the helpful Parent/Student and Staff Directories located on the left side of the screen. You will be able to pull up contact information for students and staff by name or classroom.

### **Please remember ....**

If at any time you need to make a change to your family profiles, please keep the following example in mind: If **your personal phone number changes**, you only need to make the change in **your personal record**. If **your family moves** to a new address, this information needs to be changed in **all family member profiles** that the change applies to.