ST. THERESE CAMPUS
247 W. 23RD STREET CHICAGO, IL 60616
312.326.2837

ST. THERESE
CHINESE CATHOLIC SCHOOL

聖德力天主教學校
www.sttheresechicago.org

ST. BARBARA CAMPUS
2859 S. THROOP STREET CHICAGO, IL 60608
312.326.6243

Website Notes and Instructions for Parents

How to Sign-in:

- **Find your User ID and Password**: *You should have received your login and password in the same folder as you are receiving this information. Contact our school Tech Support at* support@sttheresechicago.org *or your student's teacher if you are having problems logging in.*

- **Go to the Website**: www.sttheresechicago.org

- **Locate and click the Sign-in Button**: Scroll all the way to the bottom of the page to the red footer bar and click on the **Black Sign-in Button** in the lower right-hand corner at the very bottom of the Home Page.

- Sign-in using your User ID and Password provided by the school.

How to Change Your Password:

- Scroll all the way to the bottom of the page to the red footer bar and click on the small **black triangle** next to My Account.

- Select the Edit Account Settings menu option, which will take you to a page to customize your account, including changing your password.

- *Note:* Parents may change their login credentials, but students may not.

How to Sign-Out of the Website

- Scroll all the way to the bottom of the page to the red footer bar and click on the small **black triangle** next to My Account and select Sign-Out.

- It is not necessary to log out after every visit to the website, but it is recommended to keep your account secure.

Notes and Tips:

- Visit the website regularly! This is one of the best tools to stay in touch with what is going on in your child's school.
- The School Calendar is updated regularly with new and changed events. Calendar items for the upcoming days are displayed on the Home Page, but the Calendar tab provides all of the dates for the entire year. Note that this calendar augments the detailed calendar information provided by individual teachers and is not designed to include all classroom details.
- The Noteworthy Section on the Home Page changes frequently and highlights important upcoming events as well as accomplishments and activities by our students.
- Use the Teacher Pages icon in the Quick Links area on the upper right-hand corner of the website to jump quickly to the Teacher Pages section. Each teacher maintains their Teacher Pages and will update their page by 4:30 each school day.
- The School Lunch Menu is posted on the website each month if you would like to see what is being served each day.