

Parent Basic Navigation Guide

The green global navigation bar is always present and appears at the top of the page. From this bar, you can:

- Search the site.
- View your child's(rens') profile data
- Access Resources - Direct links to additional functions and school sites.
- View Official Notes - like Enrollment Contracts
- View your profile/contact card by clicking on your name the files and forms that are specific to you, your account settings, the Getting Started system tour, and the sign out link.
- View Stuart Directories - Student, Parent and your personal contacts
- View Stuart Calendars

Features to explore now:



My Profile: Review your family's contact information: By clicking your name located on the far right of the green navigation bar, you can view your account details.

- You and your family members' contact information,
- Your account settings,
- Getting Started system tour,
- Files and forms that are specific to you,
- Sign out link.

Now that the MySTUART is "live," you can verify that all contact information for your family is correct and that the Family Directory reflects your preferences. We ask for your help in reviewing and verifying this information for each member of your family. If changes are necessary, please follow the steps outlined the section of this guide, **Update Family Contact Information**

Directories: View two school directories: parent listings and student listings.

You can create a custom directory of My Contacts

Search each directory by name or filter by grade level, class of, or city.

Calendar: Displays multiple calendar feeds from Stuart's website

News: Is a link to Stuart website news postings

Resources: Each tile provides a direct link to MySTUART tools or school-related website. **At different times of the year, additional resources, or buttons, may be available.** Currently, links to the following resources are available:

- Update Family Contact Information
- Aspen - Student Information System
- Seesaw - EC & LS student academic portfolios
- Parent Information - Link to the Parent Information Page on the Stuart website
- Weekly Wisdom – Link to school news in Weekly Wisdom on the Stuart website.
- School Calendars - Link to the school calendar feeds on the Stuart website. Note that you can subscribe to calendar feeds and alerts from the Stuart website.

The screenshot shows the mySTUART website interface. At the top is a green navigation bar with the mySTUART logo on the left and search, Official Notes (0), Messages (0), and a user profile for Sophia Stuart on the right. Below the navigation bar is a secondary menu with links for Stuart, Resources, News, Calendar, and Directories (2 Directories). The main content area is titled "Posts" and contains six resource tiles arranged in two rows. The first row includes: "UPDATE FAMILY CONTACT INFO" (Update Contact Information), "ASPEN STUDENT INFORMATION SYSTEM" (Aspen), and "SEESAW LEARNING JOURNAL" (Seesaw (EC & LS Parents)). The second row includes: "PARENT INFORMATION" (Parent Information), "Weekly Wisdom" (School News), and "SCHOOL CALENDARS" (Stuart Calendars).

Update Family Contact Information: Add information or request changes as necessary:

To request changes to a family member’s contact information:

- Login to your parent myStuat portal
- On the Resources tab - click the "Update Family Contact Information" link.
- Submit the new contact information needed for a family member or whole family
- Updates involving relationship changes can be communicated in the Notes field.

Requests will not be immediately posted in our databases. All requested updates will be reviewed by a staff member and posted in school databases once approved. Database updates can take up to three business days (possibly longer during Summer months).