

August 17, 2018

Dear Parents,

We are excited to launch our new Family Directory this year. This new system runs on a platform called Core from Blackbaud, and integrates directly into our Admissions system, simplifying the data entry process.

As the system is completely new from last year, we are asking you to please log in and verify the contact information contained within yours and your children's profiles. You can also select which information is viewable to the public, and look up class lists and classmates' addresses and phone numbers, which can be very useful throughout the year.

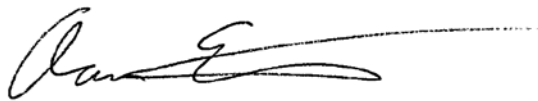
Most importantly, we require all families to submit a new Medical Form, which is found on this site as well. We have simplified the form, and are asking all families, new and returning, to please fill it out and submit it as soon as possible. Please note that participation in any off-campus activities/trips will not be allowed for any child whose medical form is incomplete.

A step-by-step guide has been created to help you navigate the functionality. Please note that this site will be used alongside our existing Digital Dossier, which will provide you with the academic information for your children, including schedules and report cards.

Please direct all questions regarding this new database to our new Database Technician, Rachael Carr, who will be happy to assist you.

Family Directory: www.stgeorges.qc.ca/familydirectory

Digital Dossier: www.stgeorges.qc.ca/digitaldossier



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2018-2019 Family Directory and Student Medical Form

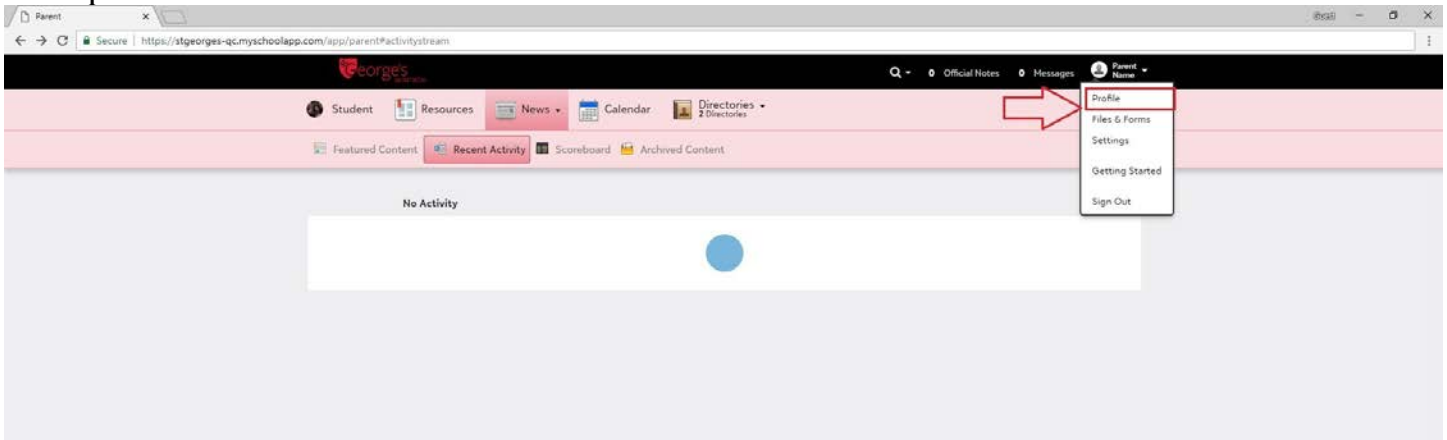
Step 1: Please visit www.stgeorges.qc.ca/familydirectory, log-in with the email used for St. George's correspondances and click First time logging in?

A screenshot of a web browser window showing the login page for St. George's School - QC. The browser's address bar displays the URL 'https://stgeorges-qc.myschoolapp.com/app/#login'. The login form is centered on a light pink background. It features the St. George's logo at the top, a 'Username' input field with the text 'youremail@email.ca', a 'Next' button, and a 'Remember me' checkbox. Below the 'Next' button, there is a link that says 'Forgot login or First time logging in?'. This link is highlighted with a red rectangular box, and a red arrow points to it from the right.

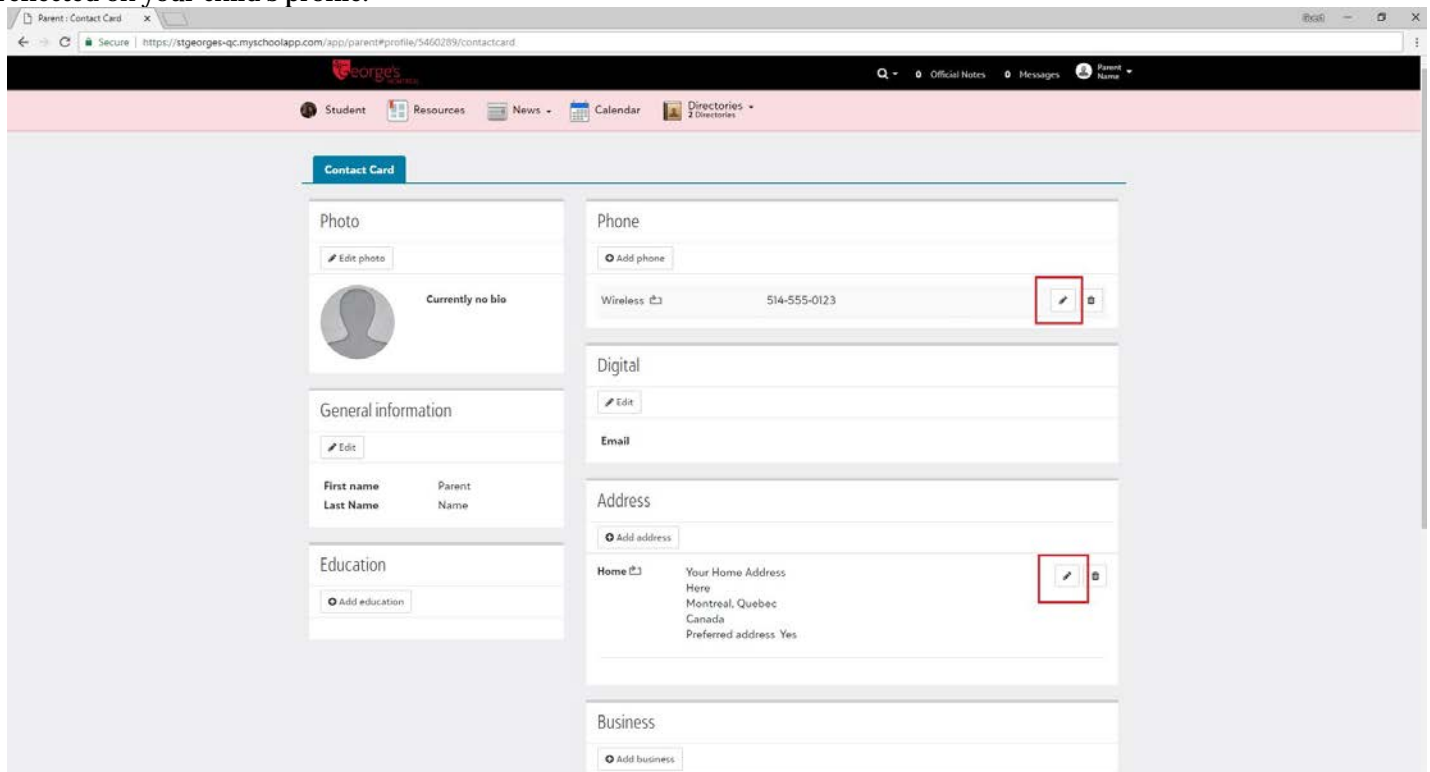
Step 2: Open the email from stgeorges_qc@myschoolapp.com, scroll to the **Password Reset URL** link where the password may be personalized.



Step 3: Once logged in, click on the account name, as seen at the top right hand corner of the page. Select Profile from the drop-down menu.



Step 4: To edit the information loaded on the Profile, click the pencil icon on the right. Any changes made will also be reflected on your child's profile.





Step 5: (Medical Form) Again, click on the account name, as seen at the top right hand corner of the page. Select Files and Forms from the drop-down menu. Under Student Files, please Review the Medical Form 2018-2019 and submit.

Parent: Files & Forms

Secure | <https://stgeorges-qc.myschoolapp.com/app/parent/myfiles>

georges QC

Student Resources News Calendar Directories 2 Directories

Official Notes Messages Parent Name

You have: 1 Form(s) to Review

Files & Forms Show completed forms

Parent's files and forms

Student's files and forms

Medical Form 2018-2019 Due: 9/4/2018 [Review](#)

Parent: School Form

Secure | <https://stgeorges-qc.myschoolapp.com/app/parent/schoolform/26302/keyid=5460287>

georges QC

Student Resources News Calendar Directories 2 Directories

Official Notes Messages Parent Name

Max characters: 4000

Permission to administer Advil/Tylenol? *

Yes No

Medicare Card #:

Medicare Expiry Date:

Hospital Card #:

Hospital Name:

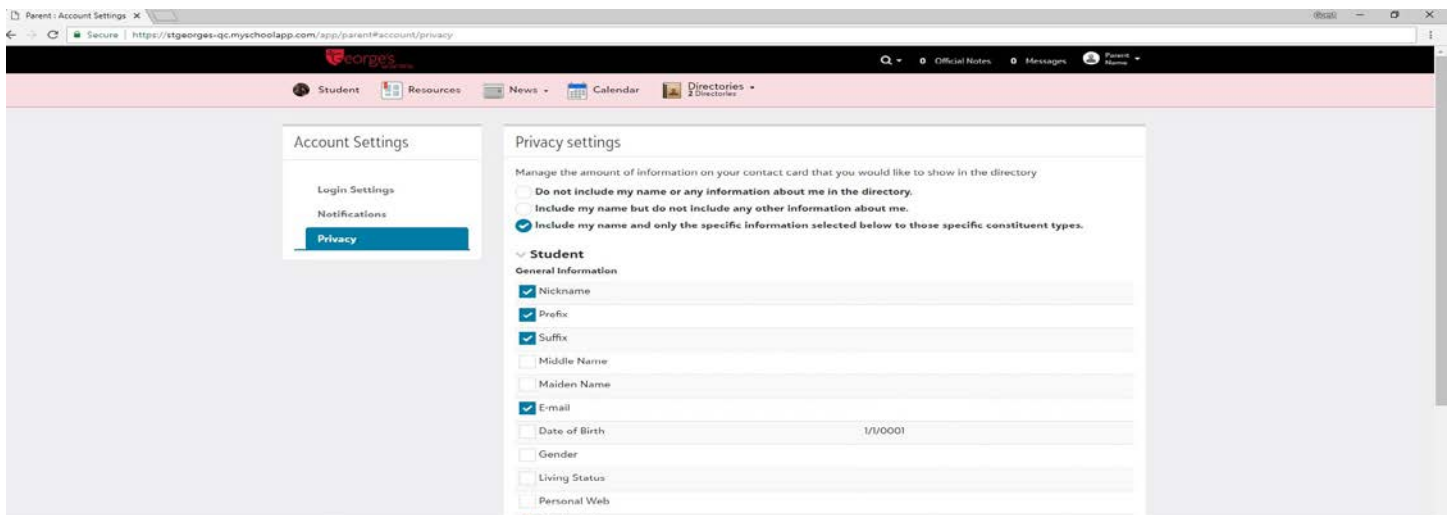
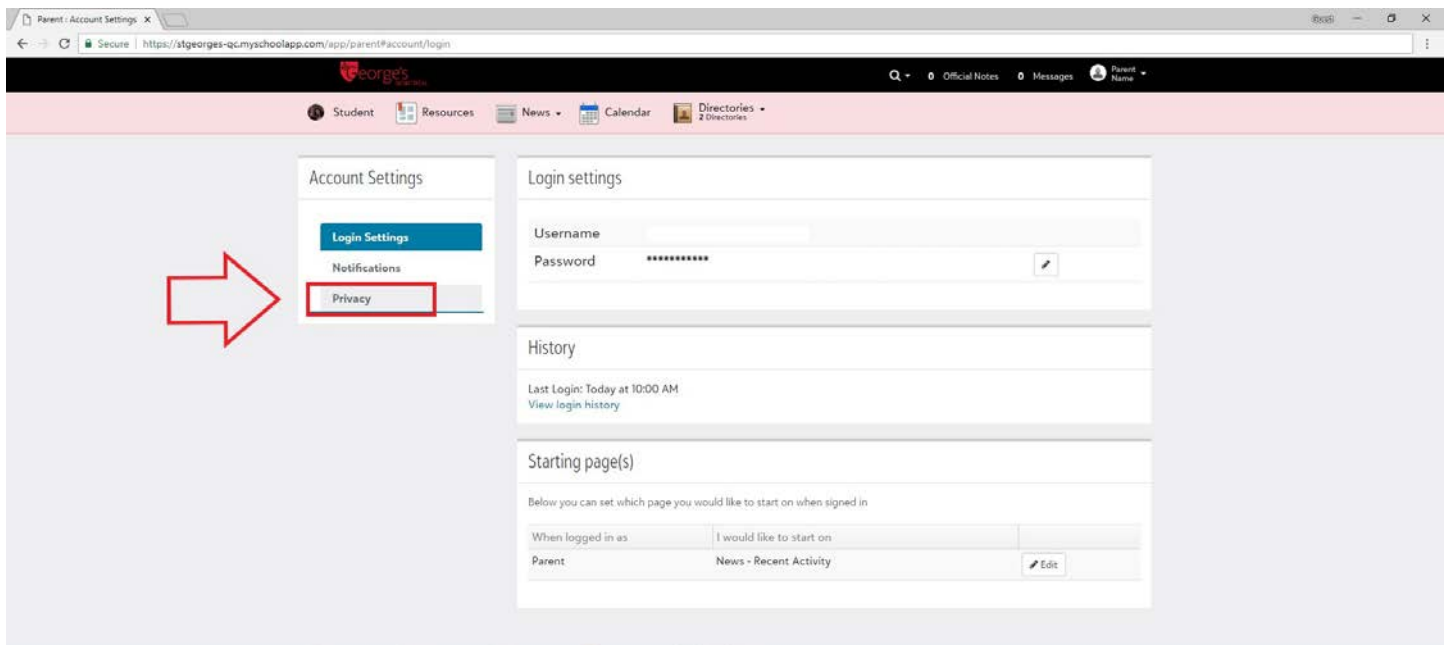
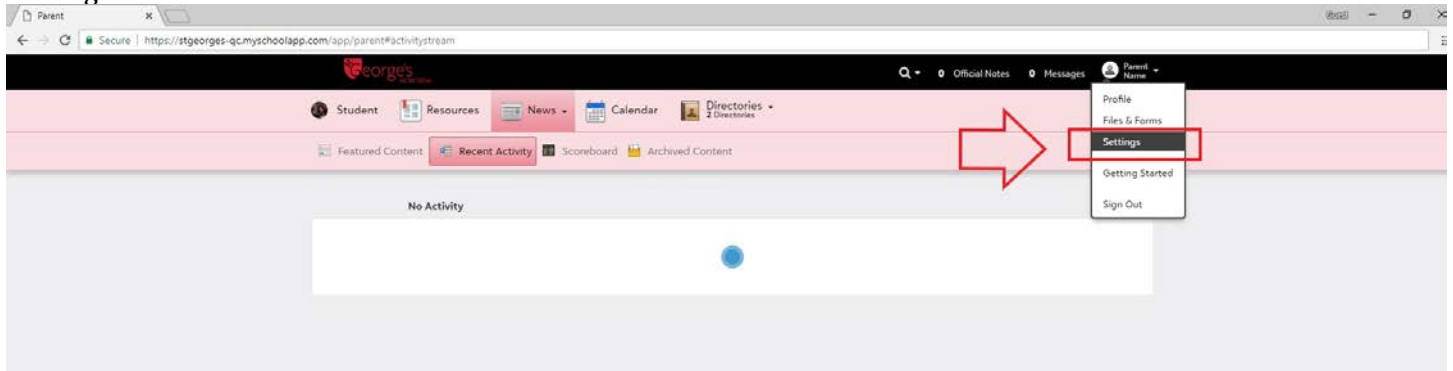
Private Insurance #:

Private Insurance Name:

Previous [Submit](#)



Step 6: (Directory Preferences) To manage the amount of information shared with St. George's community, click on the profile name in the top right hand corner. From the drop-down menu, select settings. On the Account Settings page, click on the privacy tab located in the left hand menu. From there, your family's shared information may be selected by clicking on the boxes.





Step 7: (Family Directory Searches) To look up a student or class list, click on the Directory icon in the main task bar. From the drop-down menu, select Student. In the search bar, a specific student contact card may be retrieved or an entire grade may be selected, as seen in the Student Grade filter on the right hand side of the screen.

