1. **Login Instructions**

1.1 Instructions for Parents, Students, Alumni, Faculty and Staff

2. Click the My Loyola button in the upper corner

3. Enter your username and then click Next.

   *Tip: Your username is not case-sensitive, however the password supplied IS case-sensitive*

4. When prompted, your password.

   *Tip: Select Remember me if you want the system to remember your username next time you login. This is optional, and should only be selected on a personal device. This option is not recommended on public computers. Please note, each family member has his or her own account. Students and parents do not always have access to the same information.*
1.2 **INSTRUCTIONS FOR FIRST TIME USERS**
* (this option will also be used if you have forgotten your username or password)

1. Navigate to [www.goramblers.org](http://www.goramblers.org)
2. Click the **My Loyola** button in the upper corner

3. Select **Forgot login or First time logging in**.

4. Enter your **email address** in the space provided and select **username** and/or **password**. Then click **send**.

5. You will receive an email from [goramblers@myschoolapp.com](mailto:goramblers@myschoolapp.com) containing your username and/or password. Please be sure to add this email address to your address book/whitelist prior to submitting this request so that the email is not filtered into a spam folder.
Please note: the email address you submit must match the primary email address we have on file for you, if it does not match you will receive an error message with further instructions. You may contact webhelp@loy.org if you need additional assistance.

6. Follow the prompts in the email to complete your account setup and login.

2. **GETTING STARTED TOUR**

1. Upon logging in, you will be prompted to navigate through a self guided tutorial of the new system.

   *Tip: You can dismiss the message box so it will not show up in the future by checking Don’t Show this Again.*

2. The tour is a resource that can always be reached anytime once you are logged in by navigating to Account>>Getting Started.
3. Account Settings

Using the account settings, you can establish your login, notification and privacy preferences. You can access the account settings (login settings, notifications and privacy pages) from anywhere in the site by clicking on your name in the global navigation.

3.1 Login Settings

On the login settings page, you can establish your starting page—the page you want to land on when you log in—and change your username and/or password.

*Please note: To maintain consistency, students, faculty and staff members cannot change their usernames (only their passwords).*

To change your password and/or username, navigate to settings > login settings:

![Settings](image)

Click on the pencil icons to modify your username and/or password.
To establish your starting page, navigate to settings > login settings as shown below.

Under “Starting Pages,” select “edit” to establish the page on which you would like to land upon login:
3.2 Notification Settings
On the notifications settings page, you can sign up to receive email and/or text message alerts when site updates occur. To do so, you must first enter or update your email address and/or text number.

The email address on the notifications settings page is the same email address that appears in your contact card. The text number on the notification settings page is independent of the wireless phone number that appears in your contact card. This means that adding a cell phone number on the notifications page will not change the number you have listed in your profile.

Select Notifications to Receive²
On the notifications settings page, check email and/or text next to the notifications you would like to receive. A phone number must have been added in the step above to select the text option.

¹ Data charges may apply for text messages
² Loyola Academy may not utilize all notification features at this time.
Some notifications require additional setup. Click the **setup options** or **edit options** link to configure the settings. Then click **save**.
3.3 PRIVACY SETTINGS

On the privacy settings page, you can determine which contact information appears in the school directory and to which users this information appears (students, teachers, parents, alumni, etc). The school directory pulls information from your contact card, for more information please see section 4 below.

There are two options for publishing your information:

1. **Include my name, but do not include any other information about me.** This option allows constituents to see your name, but no other information about you, in the directory. To facilitate better communication across all constituents, Loyola Academy strongly recommends that you select option two below.

2. **Include my name and only the specific information selected below to those specific constituent types.** This option allows you to select which of your contact card information others can see in the directory. The selections you make in each drop down determines the information that can be seen by the designated constituent. Be sure to navigate to each drop down to specify who can see what information.
4. **Profile**

Your personal and biographical information is stored in your **profile**. Within the profile is your **contact card**. The contact card contains your contact information such as your home address, email address and phone numbers. Access your profile by clicking your name in the global navigation.

![Profile menu]

*Please note: To edit information found on your contact card, complete Loyola’s [profile update form](#). This form is located on your [resource board](#). For more information, please see section 5 below.*

5. **Resource Board**

Use the **resource board** to access general school information and relevant materials that are organized by category. This is where you will log into for access to your Smart Tuition account for tuition billing information, PushCoin to add money to your student’s wallet, explore helpful resources and more.

Resource boards are specific for each persona (i.e. student, parent, faculty, alumni). Click on each tile on your Resource Board to access information and view additional details.