



Saint James School

As an Alumnus or Alumnae of Saint James, you can log in to the website to gain access to private pages that are available only to the school's Alumni community. Once you have logged in, you can look up your classmates in the online Alumni Directory, post a note to other alumni, update your personal contact information, and define the amount of personal information published to other alumni. This information is not made available to public visitors to the Saint James Website, and can only be viewed by fellow alumni and selected Saint James staff members.

LOG IN TO THE SAINT JAMES WEBSITE:

Go to www.stjames.edu and click on News & Login at the right side of the navigation bar. You will see the School Portal, which includes school news, upcoming events, and other school information. On the upper left side of the screen you will see SIGN IN on the red bar, and directly beneath it the -username- and -password- fields.

At -username-, enter First Name+Last Name+Graduation Year (Last 2 Digits) For example: JaneDoe99

At -password-, enter your Zip Code. If we don't have your zip code on file, the default password is: sjs1842

Once you are logged in, you will be prompted to enter a permanent password of your own choosing. Please note: passwords are CASE SENSITIVE.

If you have any questions, or are not able to login, please contact Margaret McGuigan in the Alumni Relations Office (phone: 301-733-9330 x3069, or mmmcguigan@stjames.edu).

AFTER YOU LOG IN...

Once you have logged in, you will be prompted to change your password. After your password has been changed, your initial login will be complete and you will see several new navigation buttons on the left side of your screen. The new buttons include:

ALUMNI: This page allows you to Add or Edit a Class Note, or to Search for Missing Alumni.

MY PROFILE: This section allows you to add or edit personal information, and to set parameters for how much (or how little) personal information you want to publish to the Alumni community. By default, your name, graduation year, and e-mail address are published, but in the interest of privacy your mailing address and phone number(s) are not.

ALUMNI PORTAL: Once you login, you have the option to view the Alumni Portal, which will be updated regularly to display news of interest to the SJS Alumni Community.



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DIRECTORY: Use the site directory to search for Alumni, Class Agents, Teachers, and Staff at SJS.

GROUPS: To view a list of your classmates and any information posted to the site about them, click on the class year link on the Groups page.

We are working to make the Alumni community pages of the Saint James School website as user-friendly, helpful, and accurate as possible. We welcome your suggestions and feedback! If you have a comment or a suggestion for improvement, please let us know by contacting the Development Office by e-mail or by telephone (301-733-9330).

Personal Information

Once you have successfully logged in, you can update your contact information, and select how much (or how little) of this information you would like to publish to the Saint James online community. For detailed instructions, please read on.

To Update Personal Information:

Click the My Profile button on the left navigation bar.
Use the Edit buttons to change, add, or delete your personal information.
Press Save when exiting each category.

To publish (or restrict) your contact information to the Saint James online community:

From the main My Profile screen, scroll down and click "Select Information to be published in Online Community."
On the "Publish to Directories" bar, click Edit.
Use the radio buttons and checkboxes to adjust the amount of information you share with other alumni.

We hope you will visit www.stjames.edu/ and login soon!