



LOGIN TO *PRISM* - STUDENTS

- From the Saint Mary's web site (www.saintmarys.edu), click on "Quick Access" and then click on **PRISM**.
or
- From on-campus you may also access **PRISM** via <http://home.saintmarys.edu>.
- Select "Enter Secure Area" to view your personal information.
- Enter your User ID and Initial PIN shown below.
 - **User ID:** Your SMC ID# (from your billing statement or ID card)
 - **Initial PIN:** Your date of birth in the format MMDDYY; for example January 15, 1983 = **011583**
 - *The first time you login, you must change your initial PIN to a new PIN that contains 6-15 characters, including at least one number.*
- **Security Questions:** If you lose/forget your new PIN you will not be allowed into the secured area. By completing the security questions you will be able to reset your PIN should you forget it (if you still have trouble contact the Registrar's Office to reset your PIN to your initial PIN). For security reasons, during the school year you must bring your ID to the Registrar's Office; during the summer and during breaks, you may call the Registrar's Office (574-284-4560). You must change your PIN every time it is reset.
- **Change Your PIN:** You may change your PIN and/or security question at anytime you choose, after you have logged in to the secure area, through the Personal Information menu.

From the main menu the rest of the site should be fairly intuitive and is generally "point and click" technology. In the **Student** menu you may access the following:

ENROLL HERE: You must enroll every semester beginning the day before classes begin through the following Sunday.

REGISTRATION: Class schedule and access to register for classes

STUDENT RECORDS: Midterm & final grades, transcript, CAPP (Degree audit), enrollment certification, holds, student information and access to the catalog and class schedule.

STUDENT ACCOUNTS: View your bill

ENTER/UPDATE CELL, LOCAL AND EMERGENCY PHONE NUMBERS – online access to update contact information

VIEW FERPA DEPENDENCY STATUS – Dependent of or Independent from parents

Office of the Registrar - Saint Mary's College - Notre Dame, Indiana 46556
Phone: 574.284.4560 - Fax: 574.284.4842 - Email: registrar@saintmarys.edu
www.saintmarys.edu/~regoff

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