

Meet Alma!

What is Alma?

Alma is Foundation Academies' new student information system.

It replaces SchoolBrains as the system families use to view student information such as grades, assignments, report cards, and attendance.

Using Alma, families are able to communicate with teachers and staff through email, and may directly edit certain information in their and their students' profiles.

In the future, Alma will be used to eliminate certain forms that have traditionally been paper-based.



almaTM

How do I access Alma?



Instructions for Logging into your Alma Account PARENTS & STUDENTS

If we had your email address listed in SchoolBrains, you should have received an email from notifications@getalma.com. This email contains your username (firstname.lastname) and a link to set your password.

Click on the link and follow the instructions for setting your password. Your password must be between 7-30 characters and it must match 3 of the following 4 requirements:

1. Letter
2. Number
3. Capital Letter
4. Character (!@#\$%^&*)

Once you have successfully set your password you will be redirected to your Alma homepage where you can log in! You can bookmark the log-in page for easier future access.

Your Alma homepage: <https://fca.getalma.com/home>

What if I didn't receive (or lost) the activation email?

- If you did not receive (or lost) the Alma activation email, please contact your student's advisor.
- If your email address is already in the system, they can send you a password reset email.
- If your email address is not in the system, they will contact the office to update your information, and the activation email will be sent in a few days.
- Look for an email from notifications@getalma.com, and follow the steps in the email to activate your account.



The Alma Dashboard



From the Alma Dashboard you can:

- See the weekly calendar
- View your students

To view your students' profile, click their names from the Dashboard or click their name on the left-hand navigation bar.

On the navigation bar, you'll also see links to:

- Home: Return to the Dashboard
- Directory: Contact information for teachers and staff
- Calendar: View the school calendar
- Students: You'll see a link for each of your students

Foundation Academies Charter School 363

Welcome, [REDACTED]

TODAY IS A SCHOOL DAY

< Events this week (Sep 12-18) >

Sun	12	Mon	13	Tue
	● Non-School Day			

Students

SS Strawberry Shortcake
Kindergarten

1 class today from 7:30 AM - 8:30 AM

Today's School Attendance

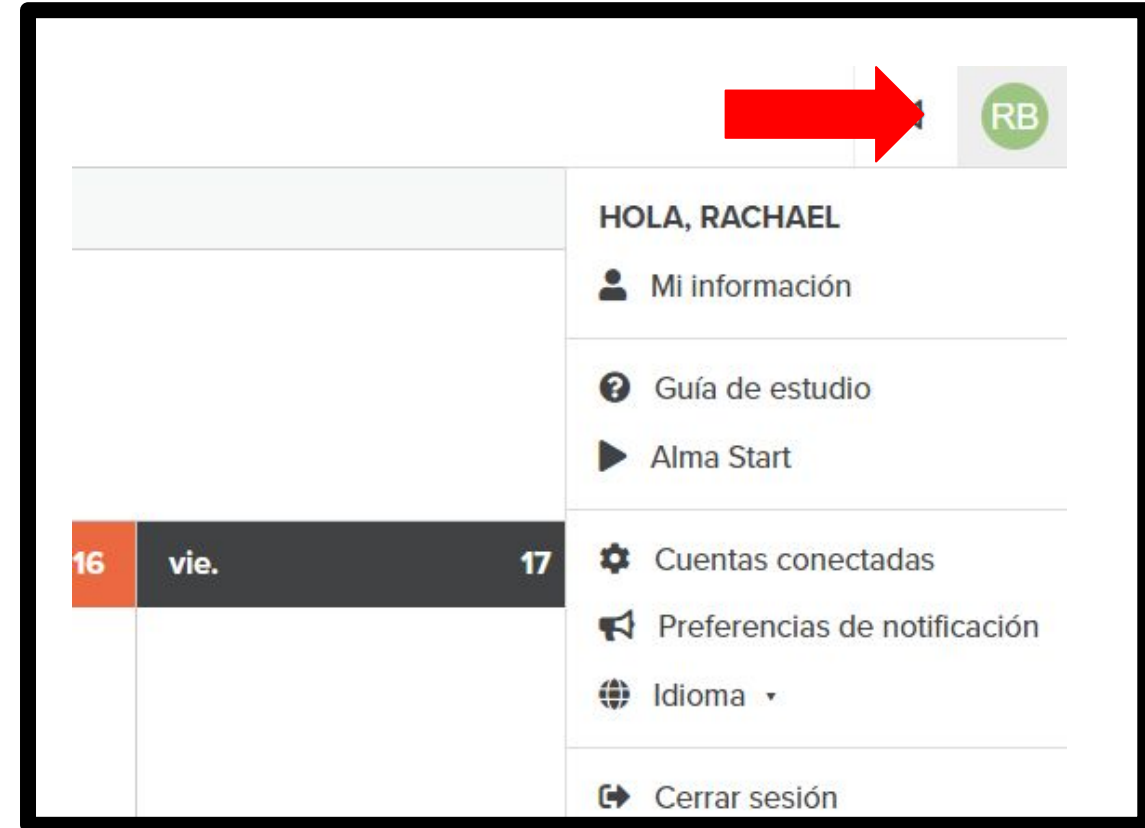
Present

Alma Start Forms and Tasks [↗](#)

Notificaciones, idiomas, guía de estudio y configuración

Al hacer clic en sus iniciales en la esquina superior derecha de la pantalla, se abrirá un menú desplegable. Aquí puedes:

- ◆ Ver su propio perfil
- ◆ Acceda a la Guía de estudio (sección de ayuda)
- ◆ Conectarte a tu cuenta de Gmail
- ◆ Ver sus preferencias de notificación (mensajes de texto o alertas telefónicas)
- ◆ Cambiar su preferencia de idioma (Alma está disponible en inglés y español)



Personal Information



The screenshot displays the Alma Student Information System interface. On the left is a navigation bar with icons for Home, Directory, Calendar, and Strawberry. The main content area is titled "Foundation Academies Charter School 363" and "Bio". It is divided into two columns: "My Information" and "My Students".

My Information: Shows a profile for a user with initials "RB". Fields include NAME (redacted), PHONE (redacted), EMAIL (redacted), and ADDRESSES. Each field has a "click to edit" button.

My Students: Shows a profile for a student with initials "SS" named "SHORTCAKE, STRAWBERRY" in "K Grade". Fields include NAME (Strawberry Shortcake), PHONE (+1 (609) 331-5895 (Mobile)), EMAIL (RBinz@Foundationacademy.org), and ADDRESSES. Each field has a "click to edit" button.

Emergency Contacts: A section at the bottom of the "My Students" column, highlighted with a red box, titled "Emergency Contacts" with "None Found" below it and a "+ Add Emergency Contact" button.

Note: Your student's information is held independently from your own. Please be sure to enter changes separately for each affected person.

To view your profile, click on the “my info” tab on the left-hand navigation bar. On the left-hand side of the page, you will see your information, and your children’s information will be on the right.

You may edit your own and your students’ telephone numbers, your own mail addresses, as well as add and edit emergency contacts.

For address changes, you must reach out to the school office, and documentation of the new address will be needed.

Student Profile



The students who you are connected to within Alma are listed on your dashboard; click directly on their name to view their profile. You can also click on their name in the left-hand navigation bar from any screen.

From there, you'll be able to access an overview of their profile, schedule, attendance records, class assignments, grades, and report cards.

Home
Directory
Calendar
Strawberry

Foundation Academies Charter School 363

SS Strawberry Shortcake
K Grade

overview to do classes attendance report cards file cabinet

Today
Wednesday, September 15, 2021

School Attendance

Present

Schedule

P1 7:30 am - 8:30 am

Home Homeroom 5A
Siani Crowell, David Dupree • Not Specified

Directory

Alma School

Home Directory Calendar Caden Ronald

Search for people

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Organized by LAST name.

EA EVALYN ARROYO (EVA) Staff
Teacher
evalyn.arroyo@almau.edu
(540) 863-3939 (Home)

Within the Directory, you will find contact information for all of the school's staff members. You can find a staff member by selecting the letter of their last name or searching using the search bar. Click the envelope icon by the staff member's name to send them an email.

Academic Calendar



The Academic Calendar can be viewed by all Alma users (students, parents, and staff).

Events are color-coded in the Academic Calendar according to their event type.

- **Black:** Holidays, Breaks, and Weather (Students are not in school)
- **Yellow:** Inservice (Students are not in school)
- **Blue outline:** Key dates
- **Orange:** Other school events

To see the Academic Calendar, click “calendar” in the left-hand navigation bar. Events will be listed chronologically on the left and a calendar grid will appear on the right. On a phone or other mobile device, you’ll see the events listed first; scroll down to see the calendar grid.

Connected Accounts



From the connected accounts page, you can link your Google account with your Alma account. By connecting your Google account to Alma, you'll be able to log into Alma using your Google single sign-in information (one less username/password for you to remember)!

Click on your initials in the top-right corner and then click on “connected accounts”. Next, click on the green button “connect account” within the section marked “Google”.

In the future, you'll now be able to click “sign in with Google” from the Alma login screen.

A screenshot of the Alma School user interface. The page title is "Alma School" and the sub-page is "My Connected Accounts". There are two tabs: "preferences" and "connected accounts", with the latter being active. The main heading is "CONNECTED ACCOUNTS". Below this, there is a section for "alma start" with a "Go to Alma Start" button. Underneath, there is a section for "Google" with a "Connect Account" button. A red arrow points to the "Connect Account" button. The sidebar on the left includes "Home", "Directory", "Calendar", and "Samuel" (with initials "SW"). The top right corner shows a user profile icon with initials "DW".

What do I do now?



- Please make sure you can log into Alma. If you cannot log in, contact your child's advisor.
- Check to ensure that you see all of your students. If you do not see all of the students who should be connected to you, contact the main office.
- Review the contact information listed for yourself, your students, and each students' emergency contacts.
- Add or delete emergency contacts as needed. Update phone numbers if the listed numbers are incorrect.
- If address changes are necessary, contact the main office.