
HeadMaster Online Parent Login Instructions

To log in to HeadMaster Online:

- Step 1. Open an internet browser.
- Step 2. Enter this web address: <https://secure.headmasteronline.com>
- Step 3. Enter the school's 6-digit **Site Number**.
- Step 4. Enter your **Username**.
- Step 5. Enter your **Password**.
- Step 6. Click **Login**.

After you have logged in to HeadMaster Online, you can view a variety of school information regarding your children.

To view basic information:

- Step 1. At the top of the window, select a tab.
- Step 2. Select a child to view.
- Step 3. Review the information.

Features you can view:

• Homework	• School & Class Announcements	• Attendance
• Assignments	• School Events	• Behavior
• Grades	• Billing Balances	• School Calendar
• Class Schedule	• Report Card	• Progress Report

To edit existing information:

- Step 1. At the top of the window, click **My Profile**.
- Step 2. To edit existing information, click the **Pencil** icon.
- Step 3. Edit the information.
- Step 4. Click **Submit**.

To add new information:

- Step 1. At the top of the window, click **My Profile**.
- Step 2. To add information, click the **ADD** icon.
- Step 3. Add the new information.
- Step 4. Click **Submit**.

To edit/add Emergency Contacts/Authorized Pick Ups:

- Step 1. On **My Profile** tab, under **Family Members**, click a child's name.
- Step 2. Click the **Emergency/Pickup Contacts tab**.
- Step 3. To edit an existing emergency/pickup contact, click the **Pencil** icon.
- Step 4. To add a new emergency/pickup contact, click the **ADD** icon.

Your submitted changes will be reviewed by the school administration. Your changes will be reflected the next time information is uploaded to HeadMaster Online.