

## How to Log-in to the St. John's HUB:

1. Either click on the link for the HUB on the St. John's website parent page or go to:

<https://stje.achieve-technology.us/>

2. Once you have accessed the Achieve website, type in your user name and password into the two provided boxes.



St. John's Episcopal School  
3427 Olney Laytonsville Road  
Olney, MD  
20832  
(301) 774-6804

Support Email: [sharon.rippen@stjes.org](mailto:sharon.rippen@stjes.org)  
Support Phone: 301-774-6804 x111

A login form with two input fields: "User Name:" and "Password:". Below the fields are two buttons: "Login" with a blue icon and "Forgot Your Password" with a yellow question mark icon. The entire form is enclosed in a red oval.

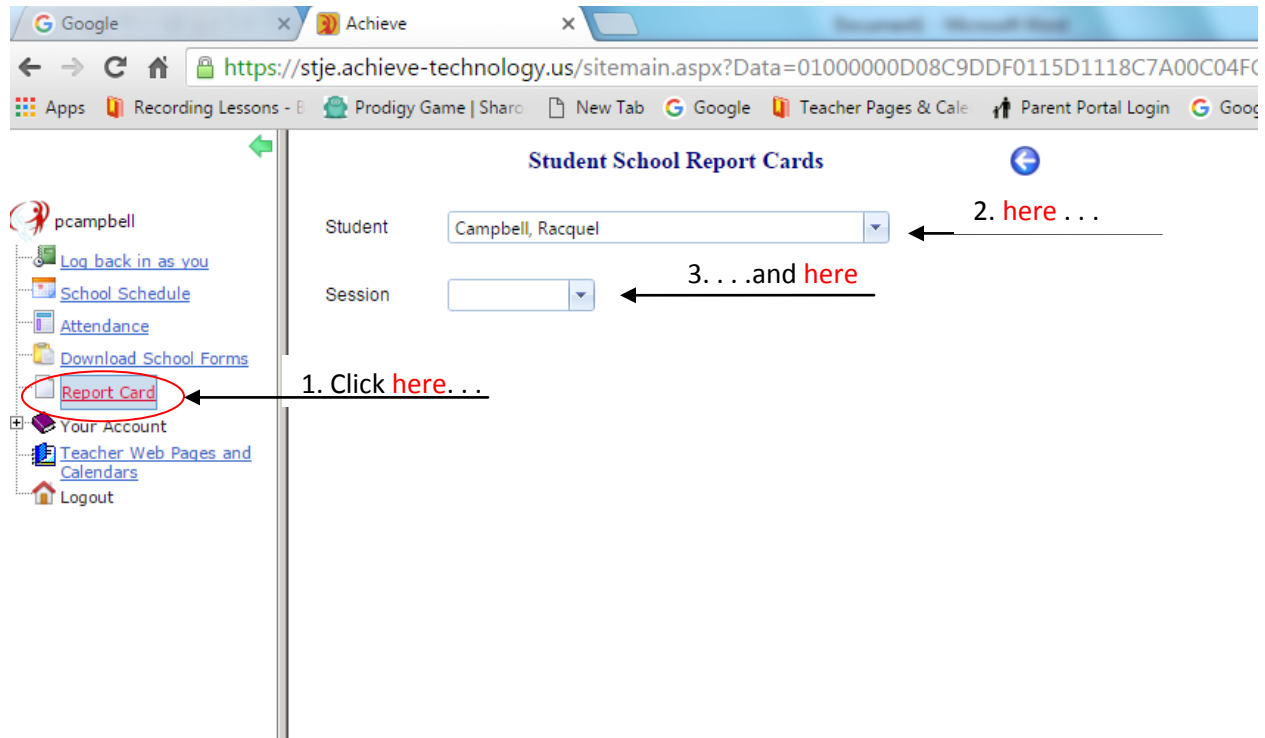
**Note to new families: User names and passwords will be sent to your email address in August.**

**Once your user name and password are entered, you will access the HUB.**

A screenshot of a web browser displaying the St. John's HUB website. The browser address bar shows "https://stje.achieve-technology.us/siteMain.aspx". The page has a navigation menu on the left with categories like "School Schedule", "Academic", "Admissions", "Batch Email", "Registrar", "Report Card", "Attendance", "Discipline", "Community Service", "Teacher Web Pages", "School Maintenance", "School Forms", "Website", "Health", "Training Videos", "Your Account", and "Logout". The main content area features a message: "Please note that the Teacher Web Pages and Calendars Link Has Been Moved to the Left Navigation Panel". Below the message is a photograph of a large brick school building with a prominent tower and arched windows. The Windows taskbar at the bottom shows the time as 1:55 PM on 6/28/2016.

## Viewing a progress report or a student report card:

1. Using the left sidebar menu, click on Progress Report or Report Card, depending on what you wish to view. You will be taken to a screen that asks you to choose your student's name from a dropdown menu. After selecting the name, you will be asked to choose the trimester that the report evaluates.



The screenshot shows a web browser window with the URL <https://stje.achieve-technology.us/sitemain.aspx?Data=01000000D08C9DDF0115D1118C7A00C04FC>. The page title is "Student School Report Cards". On the left, a sidebar menu is visible with the "Report Card" option circled in red. An arrow points from this menu item to the text "1. Click here...". The main content area contains two dropdown menus. The first is labeled "Student" and has "Campbell, Racquel" selected; an arrow points from this dropdown to the text "2. here...". The second is labeled "Session" and is currently empty; an arrow points from this dropdown to the text "3...and here".

2. The progress report or report card will be downloaded in the lower left corner of your screen. Click on the download to view the progress report or report card.