

Accessing the Student Case Management System

Website Access Point

Type the following URL into your browser's address bar: <https://www.scmsgemcare.us/>



Logging in

Logging in with a New Account

When you are first set up with an account by your district administrator, you will be sent an email with your district **Access Code** and a temporary PIN. If you did not receive the email, ask your administrator to check the accuracy of your email address in the system and to look up your temporary PIN on the **Staff Active Temp Access PIN** page on the **Setup/Maintenance** menu. Your administrator will also know your district **Access Code**.

1. Enter your district **Access Code** and click, **Enter System**.

A screenshot of a login page with a blue header and a white body. The header text reads 'Use your Access Code to enter system portal:'. Below this, there is a label 'Access Code:' followed by a text input field. To the right of the input field is a button labeled 'Enter System'. A red arrow points to the input field, and a mouse cursor points to the 'Enter System' button. At the bottom of the form, there is a red text prompt: 'Enter your district Access Code here.'

2. Enter your email address (be sure to use the email address used to set up your account). Enter the temporary PIN (password) sent to you in the email and click **Login**.

A screenshot of a login form with a blue background. It contains two input fields: 'Email:' with the value 'testing@gemschoolsoftware.com' and 'Password:' with masked characters '.....'. Below the password field is a 'Login' button. A mouse cursor is pointing at the 'Login' button.

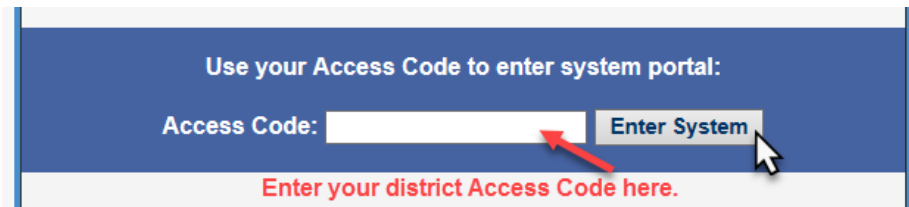
3. On the next page, you will be asked to create a permanent password. Enter your email address and temporary PIN. Enter a new password. Your new password must be at least 8 characters long, with at least one capital letter and one number. No special characters please. Repeat your new password and click **Update Password**. Be sure to write down your new password, as this is what you will use to log in from now on.

A screenshot of a 'Please Update your Login Credentials.' page. It has a blue header and a white body. The form includes fields for 'Email:', 'Temporary Pin:', 'New Password:', and 'Repeat Password:'. Below the 'New Password' field, there is a text instruction: 'Password must be at least 8 characters long, with at least one capital and one number. No special characters please.' At the bottom right is an 'Update Password' button. A mouse cursor is pointing at the 'Update Password' button.

Lost Password

If you have forgotten your permanent password, you will need to create a new one.

1. On the main screen, enter your district **Access Code**. If you have forgotten your district **Access Code**, ask your administrator.

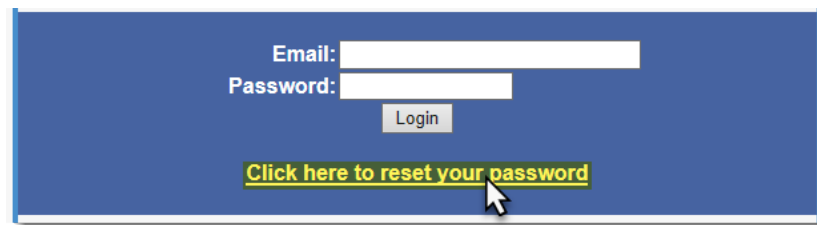


Use your Access Code to enter system portal:

Access Code:

Enter your district Access Code here.

2. On the next page, click the [Click here to reset your password](#) link.

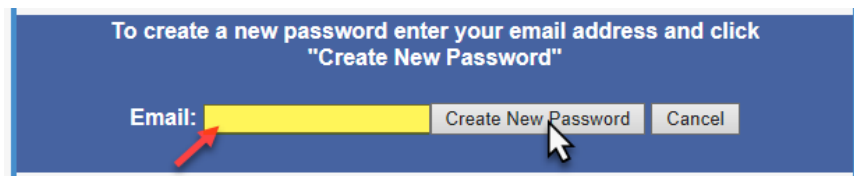


Email:

Password:

[Click here to reset your password](#)

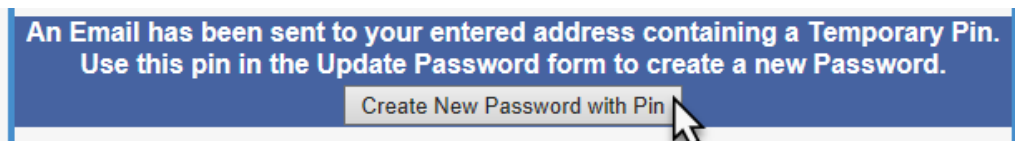
3. On the next page, enter your email address (be sure it is the same email address previously associated with your account) and click **Create New Password**.



To create a new password enter your email address and click "Create New Password"

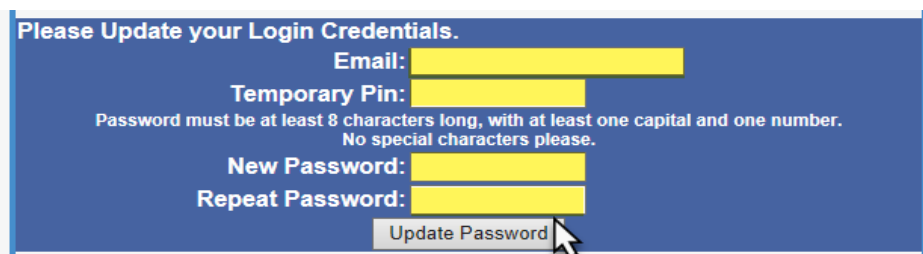
Email:

4. An email will be sent to your entered email address containing a temporary PIN. Click the button that says **Create New Password with PIN**.



An Email has been sent to your entered address containing a Temporary Pin.
Use this pin in the Update Password form to create a new Password.

5. On the next page, you will be asked to create a permanent password. Enter your email address and temporary PIN. Enter a new password. Your new password must be at least 8 characters long, with at least one capital letter and one number. No special characters please. Repeat your new password and click **Update Password**. Be sure to write down your new password, as this is what you will use to log in from now on.



Please Update your Login Credentials.

Email:

Temporary Pin:

Password must be at least 8 characters long, with at least one capital and one number.
No special characters please.

New Password:

Repeat Password: