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**.

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**.
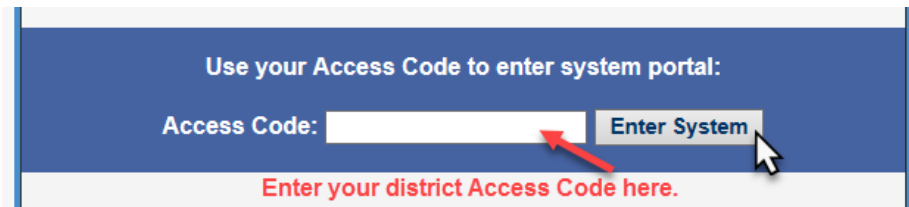

3. On the next page, you will be asked to create a permanent password. Enter your email address and temporary PIN. Enter a new password. Your new password must be at least 8 characters long, with at least one capital letter and one number. No special characters please. Repeat your new password and click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

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.
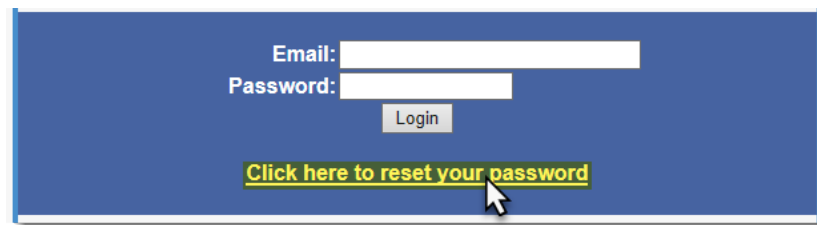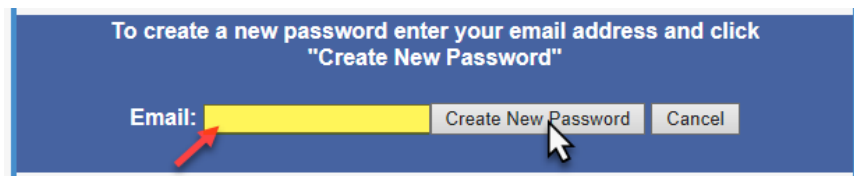

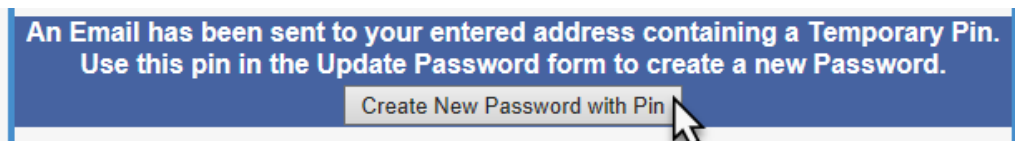2. On the next page, click the **Click here to reset your password** link.

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**.
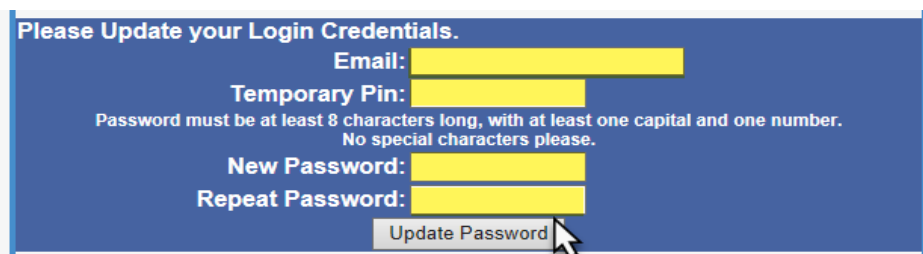

4. An email will be sent to your entered email address containing a temporary PIN. Click the button that says **Create New Password with PIN.**

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.