



Merit College Preparatory Academy

Student Information System (SIS/Aspire)

SIS is a valuable tool for all parents to be involved in their student's education. If you have not set up an SIS account, please do so by following these instructions:

How to set up Parent SIS account

1. Go to www.meritacademy.org
2. Click on "SIS log in".
3. Click on "Request a Username".
4. Enter both the Student ID (student's lunch number) and birth date of one of your students
5. Click "Lookup Student"
6. Confirm you have selected the correct student
7. Check box to certify you are authorized to access your student's records.
8. Select contact for which you are creating the account
9. Create a username (it must be unique)
10. Choose a password, type it again to confirm it (password must be at least 8 characters long and contain at least 1 letter, and at least 1 number)
11. Click "Create Account"
12. Now log on using the Username and Password you just created.

What SIS is used for

- Check grades and print report cards
- Check lunch balances and fees due
- Print schedules
- Update contact information
- Email teachers

If you have any questions or problems setting up your SIS account, please call Mrs. Morris at Merit Academy 801-491-7600 or email Jamie.morris@meritacademy.org