

Instructions

指示

Following these **four steps** will enable you to complete Back-to-School Registration for all enrolled children. Back-to-School Registration captures **all** information online via the Veracross Parent Portal and our *new* Magnus Health portal. **Please read each step carefully.** Please **allow about an hour** to update your Household Profile and complete your child(ren)'s requirements on our new health portal. Registering for optional programs (sports, after school programs), ordering uniforms, sweatshirts, or yearbooks, etc., will take additional time. Your work is saved as you move from step to step, if you can't devote an uninterrupted hour in a single sitting.

按照下列**四个步骤**，家长可以同时完成每个家庭所有已注册学生下一学年返校注册表格。可以通过 Veracross 的家长网上档案和我们**新的** Magnus Health portal (Magnus 健康门户) 在线获取**所有**返校注册信息。**请仔细阅读每一个步骤。**请**预留大约一个小时的时间**更新修正家庭信息和完成我们新的健康档案里要求的学生信息，注册其它选择性项目（体育，课后活动），购买校服，运动服或者年刊等需要更多时间。如果你不能一次性投入一个小时的时间完成所有注册，你的每一个步骤都可以保存。

- *New this year!* "Print and sign" forms must be uploaded as instructed to the health portal. We *cannot* accept any forms that have been mailed, emailed, or dropped off.

“今年新增！”“打印和签字”表格必须按照指示上传至健康档案。我们不接受任何邮件，电子邮件或者个人投递。

- You will find the instructions in Steps #1 – 4 easier to follow from your **laptop** rather than your phone, but you may want to install the Magnus Mobile V2 app on your phone or tablet (Apple App Store or Google Play Store) in order to easily upload images of any printed and signed documents (instructions follow in Step #2). You may alternatively scan your documents and upload them using the browser.

用电脑阅读下列步骤 #1-4 会比用手机阅读更容易，但你可以你的手机或者平板电脑上安装 Magnus Mobile V2 app（苹果或者谷歌应用商店）以便上传图片或者任何签字的文件（指示详见步骤 #2）你也可以扫描你的文件并上传。

- A Chinese translation of these instructions is also available.

下列说明有中文译本。

- Need help? Confused? Please read the [Frequently Asked Questions](#) (and Answers).
需要帮助? 请阅读常见问题与答案。

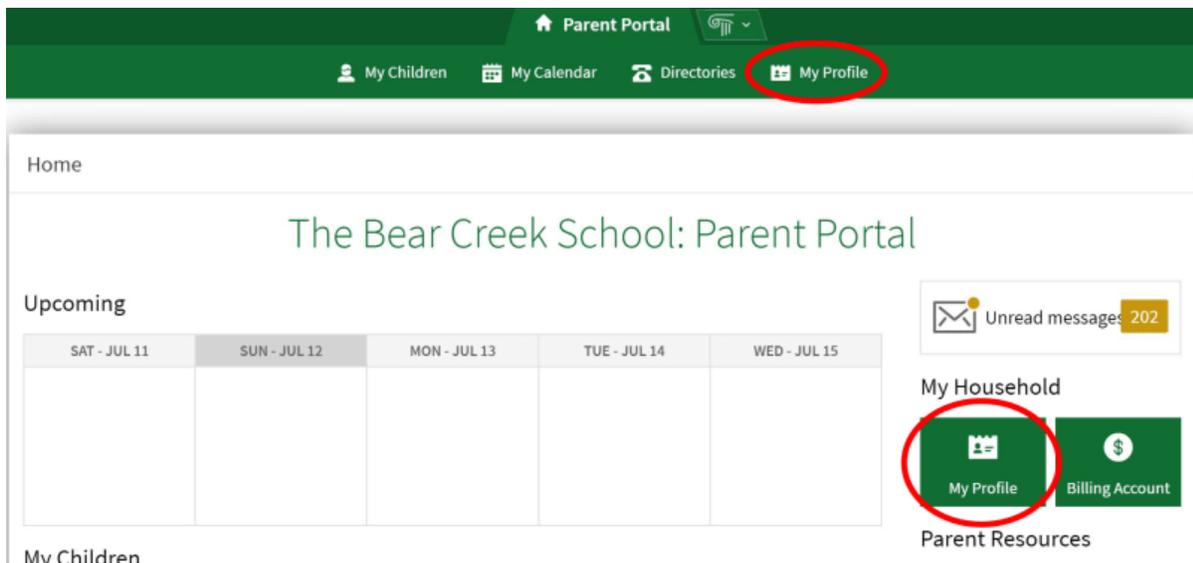
STEP #1 — Update: Your Household Profile (REQUIRED) 步骤 #1 – 更新家庭信息 (此项必须完成)

To update the your family's demographic information on your Household Profile, using your Bear Creek username and password, log in on the [Parent Portal](#). Then click the "My Profile" button on the Parent Portal home screen or "My Profile" at the top navbar of the Parent Portal.

用你的学校用户名和密码登录进入 [Parent Portal 家长档案](#), 点击家长登录部分主页内” My Profile “我的信息”键, 或者主页上方” My Profile 我的信息 “部分。

Note to parents of new students: Your Bear Creek credentials have not changed. Log in using same username and password you used to access the Admission Portal.

新生家长注意: 你的学校用户名和密码没有变。请用你登录 Admission Portal 入学档案的用户名和密码登录完成上述步骤。



Follow these instructions to update your **Household Profile**. Read the [FAQ](#) if you have questions about a specific instruction.

按照以下指示更新你的家庭信息。如对某一项指示有问题请阅读 [FAQ](#) 常见问题与答案

Please note: Submitted and saved updates do not appear immediately, but will be sent to the student information system manager for processing. Updates will be reflected on your Household Profile within 1 – 2 business days.

注意：上传和保存的更新信息不会立刻显示，会送至学生信息系统管理人员处理。更新的信息一般会在 1-2 个工作日内显示在家庭信息里。

1. In the **Family Information** section 在 **家庭信息** 部分

1. Review and update your address and personal contact information.

核实并更新家庭地址和个人联系方式。

2. Review and update your employer(s) and job title(s).

核实并更新雇主信息和工作职位。

3. Review and update your child(ren)'s preferred name(s) and contact information. Unique email addresses are needed for each students in grades 5 – 12. Cell phone numbers are helpful for Upper School students so they may receive emergency notifications. More details are on the Household Profile.

核实并更新学生喜欢被叫的名字和联系信息。每个 5-12 年级学生需要有自己的电子邮件地址。手机号码可以帮助高中学生收到紧急信息。更多细节详见家庭信息资料。

2. In the **Household Contacts** section, 在 **家庭联系人** 部分

1. Click Contacts for My Children. Add individual contacts whom you would like to authorize to pick up your child(ren) from school.

点击 **Contacts for My Children** (我的孩子联系人)。添加你授权的其他人可以从学校接走你的孩子。

2. Click Pickup Authorization. Designate contacts from the drop down menu who may pick up your child at the end of the regular school day.

点击 **Pickup Authorization** (接孩子授权)。从联系人的下拉菜单中指定放学后谁可以接走你的孩子

3. In the **Grandparents** section, review your children's grandparent contact information. At the beginning of every school year we send Grizzly Grams to all our students' grandparents (P – 12), providing them an opportunity to send their grandchildren a back-to-school message. Grandparents also receive *Modus Vivendi*, our twice-yearly school magazine. To ensure your parents receive these

mailings, be sure to provide or update their information on your Household Profile.

在 **祖父母/外祖父母** 部分，核实学生的祖父母及外祖父母信息。每学年开始，我们会发信息给祖父母/外祖父母（幼稚园-12 年级），给他/她们机会为学生们送开学祝福。祖父母和外祖父母也会收到学校每年发行两次的校刊 Modus Vivendi。为保证你的父母能收到这些邮件，请核实并更新他们的资料。

4. Review your household and individual password-protected portal **Directory Preferences**. Student contact information is *not* listed in the online directory.

核实你的家庭和个人密码保护档案 **Directory Preferences** 目录偏好。学生的联系信息不会显示在在线目录里。

STEP #2 — Complete: All Requirements on Student Health Tracker (REQUIRED) **步骤 #2 – 完成：学生健康追踪（此项必须完成）**

All our school release and consent agreements are signed online in our new health portal. You will find information about school health and immunization requirements, field trips, publicity, computer and internet use, photo and video sharing, and more.

所有学校发布和同意协议都在我们新的健康档案里在线签字。你可以找到关于学校的健康和疫苗接种的要求，外出游览，宣传，电脑和网络使用，照片和视频分享等等。

Introducing Magnus Health **Magnus** □ □ □ □ □ □

This summer, Bear Creek is moving all student medical information and registration forms to a new online health and requirement management platform, Magnus Health. This new management system will be a bit more time-intensive for parents to initialize this summer, but it will make tracking compliance for each requirement on your child(ren)'s To Do List(s) far more straightforward than in previous years. Magnus Health gives parents continuous access to each child's health record as well as the ability to make updates when needed. You will also have the option to access the account after your child graduates.

今年夏季，学校把所有学生的医疗信息和注册表格转到一个新的在线健康和需求管理平台 **Magnus Health**。这个新的管理系统刚开始会需要家长在今年夏季花费多一点时间，但跟往年相比，这个系统对追踪学生待办事项清单上的每个要求的合规性要简单得多。**Magnus Health** 系统让家长可以连续访问每个孩子的健康记录也可以在需要的时候更新记录。你也可以有选择在孩子毕业以后访问账户。

1. Using your Bear Creek username and password (again), log in to Bear Creek's new **health portal**.

用你学校的用户名和密码登录新的 **health portal 健康门户**

2. We strongly urge you to **watch the 3-minute video tutorial**.

强烈建议你观看 **watch the 3-minute video tutorial 三分钟视频教程**

3. On the Front Desk, parents will see each child enrolled at Bear Creek listed. For each child, answer the conditional questions and then **complete all the requirements** on the Student Health Tracker To Do List. Read the **FAQ** if you have questions about a specific requirement.

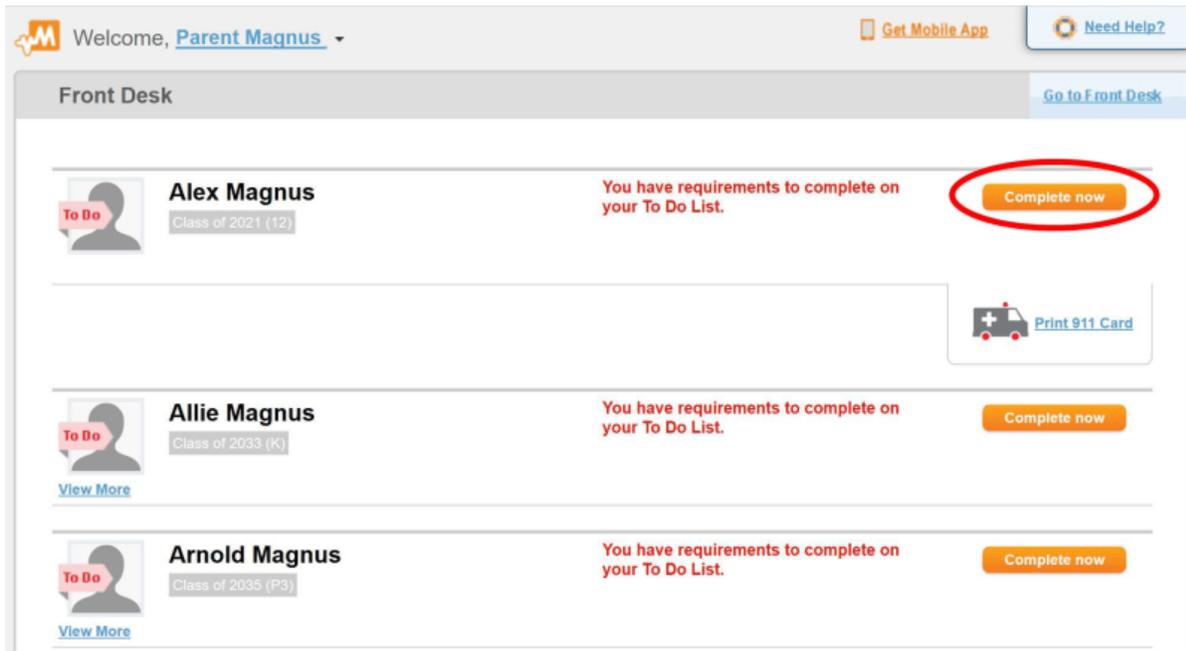
在 Front Desk 页面，家长可以看到已注册的学生名单。回答关于每个学生的问题然后完成学生健康追踪待办清单上**要求的所有事项**。如果你对某一项要求有疑问，请参考 **FAQ 常见问题及回答**。

- All requirements are completed and signed online. A few (those requiring a physician's or student's signature) should be printed, signed, and uploaded.

所有的要求都在线完成。某些（需要医生或者学生签字的）需要打印，签字并上传。

- You may upload scanned documents in your browser or use the mobile app (see below). Do *not* mail, email, or drop off paper forms.

你可以用浏览器或者手机应用上传扫描文件（见下图）。不要发邮件，电子邮件或者人工传递纸质文件。



Mobile App

If you want to use the mobile app to upload images of signed paper forms (certificate of immunization, sports physical, medication authorization, Form I-20 student living arrangements, background check disclosure, and driver acknowledgement) or complete other requirements on the Student Health Tracker To Do List, *follow these instructions*:

如果你想用手机应用上传签字的表格文件（疫苗接种证书，体育，药物授权，I-20 学生生活安排表格，背景调查，驾驶员确认）或者完成学生健康追踪待办清单的要求，请遵循以下指示：

1. In your browser, log in to Bear Creek's new secure [health portal](#) using your Bear Creek

在浏览器中用登录学校网页的用户名和密码登录新的 [health portal 健康档案](#)，健康档案会在新的窗口打开。

2. On the health portal, ensure you are **on the "Front Desk"** and then hover over your name.

在健康档案， 确保你在**"Front Desk"** 网页然后找到你的名字。

3. Choose "Change Credentials."

选择 "Change Credentials."

4. Create a username and password (recommend keeping the same as Bear Creek credentials). This username and password combination will be used as your mobile app login only. You will always use your Bear Creek credentials to log in to the health portal using the links on Bear Creek's website.

新建一个用户名和密码（推荐使用跟登录学校网站一样的用户名和密码）。这个用户名和密码只用于手机应用登录。你可以总是登录学校网站，并从网站上的链接登录健康档案。

5. Watch this video tutorial about [**how to use the mobile app**](#).

观看视频教程 [**how to use the mobile app 如何使用手机应用**](#)

6. Download the "Magnus Mobile V2" app from the Apple Store or Google Play.

从苹果商店或者谷歌播放下载 "Magnus Mobile V2" 应用

7. Log in to the app using your newly created username and password.

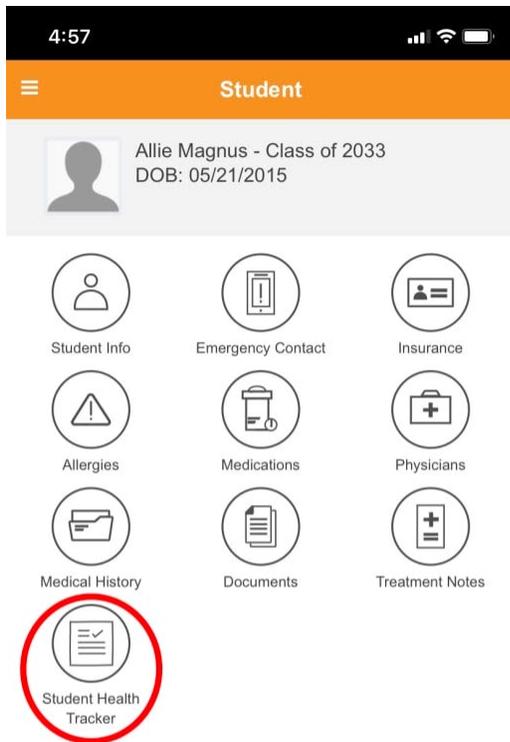
用你新建的用户名和密码登录应用。

8. If you have more than one child enrolled at Bear Creek, select his/her name.

如果你有多个孩子在学校注册， 选择他/她的名字。

9. **Click the Student Health Tracker button** to complete To Do List requirements on your phone or tablet.

点击 **the Student Health Tracker 学生健康追踪**， 在手机或者浏览器上完成待办清单上的要求。



STEP #3 — Get Ready: Parking, Yearbooks, Uniforms, School Supplies, and More

步骤 #3 – 新学年准备：停车位，年刊，校服，学习用品及其它

These links will be helpful to you as you prepare for the new school year:

这些链接会帮助你为新学年做准备：

Order Optional Items: Use this combined order form to place an order for in-house **SAT** exams, a **yearbook** or **House sweatshirt**, make a **lunch account deposit**, and/or pay the **student parking**. *House sweatshirt order deadline is August 6.* Please check order form for additional deadlines.

请使用上面标题链接中统一表格购买家里 **SAT** 考试，年鉴，运动衫，为午餐账户充值及高中生停车位。高中 House sweatshirt 订购截止日期是 8 月 6 日。请自行在链接内查询其它物品购买截止日期。

Senior class yearbook items are due by October 16.

高中 12 年级毕业班年刊所需提交文件物品必须在 10 月 16 日前提交。

School Uniforms: Mask guidelines, graphical guides, and ordering information to prepare for the school year. *Middle School P.E. uniform order deadline is August 24.*

点击上面标题链接打开学校网站了解口罩指南，图解说明和购买信息。初中体育课制服必须在 8 月 24 日之前购买。

School Supplies Lists: Bear Creek typically asks parents to purchase a small number of school supplies and the school provides the rest.

学校需要家长购买少量学习用品，其余由学校提供。

Summer Reading, Review, and Assignments: See reading and math for most students.

使用上面标题链接打开暑假作业网页了解不同年级不同科目作业细节。

Family Handbook: Log in on the **MyBC/Parents** page to review. *The 2020 – 2021 edition will be published soon.*

请进入网站家长登录区阅读“学生家庭手册”。2020-2021 学年更新版将在近期完成。

Update your family calendar with important dates. The **2020 – 2021 Yearly Planner** has all the first days of school, school holidays, and last days of school listed. Review the online **School Calendar** and subscribe to relevant feeds using radio wave icon on the page.

请根据上面标题链接打开 2020-2021 学年年历（包括学校开学日，结束日，重大事项和节假日细节），并更新家庭学年日程事项安排。查阅网上学校大事日程链接并使用无线电波图解订阅与自己家庭相关事项通知。

STEP #4 — Coming Soon! Sign Up: Fall Sports and After School Activities

步骤 #4 – 近期会更新! 注册: 秋季体育和课后活动

Registration for the following activities is on hold until we have addressed all the concerns and guidelines for keeping kids safe when they return to school. Check back later this summer to register for sports and other after school activities, including:

这些活动的注册暂缓直到学校确保秋季返校后学生的安全准则。稍后关注体育和课后活动注册, 包括:

Fall sports teams for both Middle School (grades 6 – 8) and Upper School (9 – 12). Additionally, all families (P – 12) are invited to join the Grizzlies Booster Club while registering for sports or completing the **Booster membership form** now.

秋季体育队: 初中(6-8 年级)和高中(9-12 年级), 希望 P-12 年级所有家庭都积极参加 Booster Club (Booster 俱乐部), 参加表格链接如上。

Forensics and math teams and clubs for Middle School (7 – 8) and Upper School (9 – 12).

辩论和数学俱乐部: 初中(7-8 年级)高中(9-12 年级)

Bear Creek Plus, our after school program for K – 6 students, offers enrichment and extended day classes that typically meet one afternoon each week over the course of a term.

Bear Creek Plus 提供学前班到 6 年级各种课外活动项目, 通常每项活动每周下午一次。

Cubs Club extends the school day for P3, P4, and P5.

幼稚园(P3, P4 和 P5)的课后活动注册 8 月 10 号开始。