

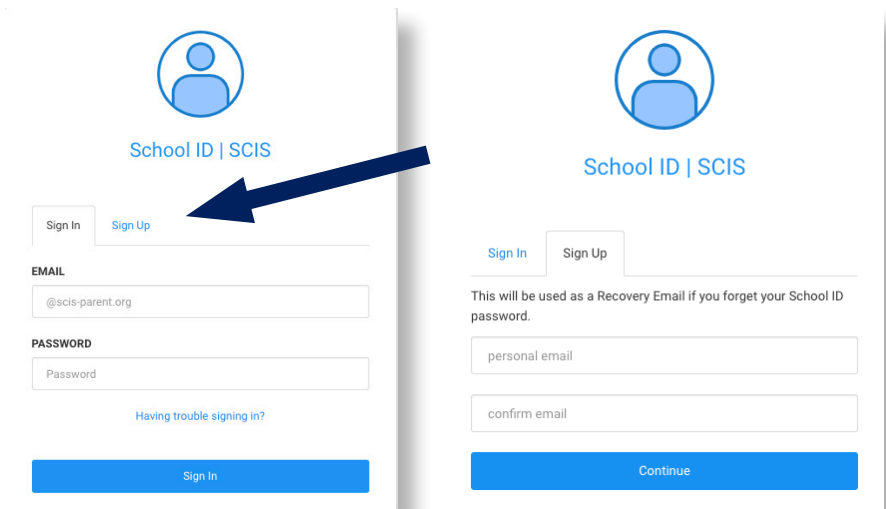
# CREATING YOUR SCIS SCHOOL ID



As SCIS parents, your [SCIS School ID](#) is your gateway to several important SCIS web-based information systems including your SCIS-Parent Email account, ManageBac and School Forms Online. If you are a new SCIS parent, or a returning SCIS parent that has not yet created your School ID, please follow the instructions below.

## SCIS School ID Online Registration

Let's get started! To create your unique School ID, please visit our School ID site and click the "Sign Up" link.



Please type your real name to make sure the validation is successful.  
Our naming convention is simple, we only use your preferred first name and your primary family name to create your school ID.

<b>FIRST NAME</b>	<b>FAMILY NAME</b>
<input type="text" value="John"/>	<input type="text" value="SMITH"/>
<b>MIDDLE NAME</b>	<b>PREFER NAME</b>
<input type="text" value="Middle Name"/> <small>(optional)</small>	<input type="text" value="Johnny"/> <small>Change your preferred name here if necessary</small>
<input type="text" value="johnnysmith@scis-parent.org"/>	
<p><b>Username can not be changed once created</b></p>	
<input type="button" value="CONTINUE"/>	

After you've entered a personal email address, which functions as your password recovery email, you will be asked to enter your name which our system will then use to generate your new SCIS School ID and SCIS-Parent email accounts. Our standard naming convention uses the parent's Preferred First Name + Family Name@scis-parent.org for your School ID and parent email account. Please do not use your child's name for your School ID. Click continue once you are done entering your information.

**You've now created your SCIS School ID!**  
Please make sure to write down your School ID and parent email details for future reference.

The next step is to link your new School ID to your children in our system.

On this screen, enter the details of one of your children's enrollment Campus, Grade Level, and Date of Birth to help our system identify them.

*\*You only need to complete this process for one child in your family.*

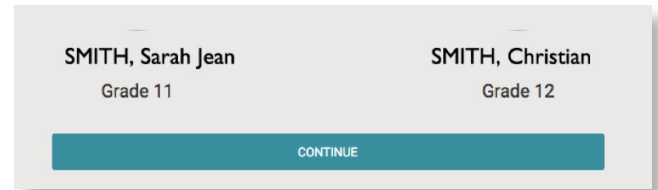
Once you have selected your child in the Child's Name field, click Continue.

We need to link you with your child/ren. Please first input the campus, grade level and date of birth of one child. Then search our system for that child's name. (Note: you are only required to complete this process once)

<b>CAMPUS</b>	<input type="text" value="Please Select"/>
<b>GRADE LEVEL</b>	<input type="text"/>
<b>DATE OF BIRTH</b>	<input type="text"/>
<small>e.g. YYYY/mm/dd</small>	
<b>CHILD'S NAME</b>	<input type="text" value="Search by typing either your child's first or last name"/>
<input type="button" value="CONTINUE"/>	

**On the following screens:**

Click Continue to confirm that the system has correctly identified your children.

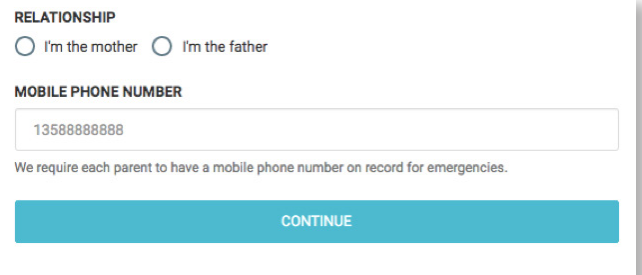


SMITH, Sarah Jean  
Grade 11

SMITH, Christian  
Grade 12

CONTINUE

Enter your relationship details, mobile number, and click Continue.



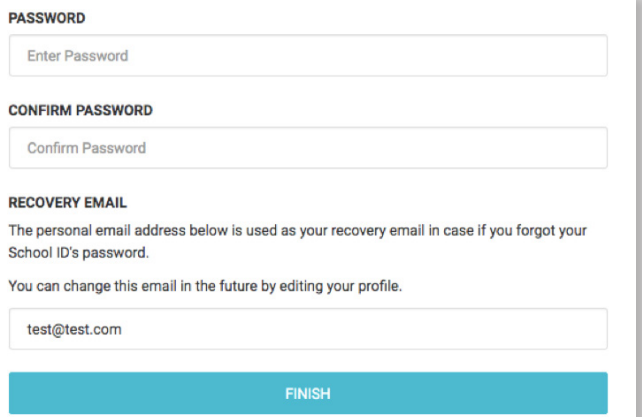
RELATIONSHIP  
 I'm the mother  I'm the father

MOBILE PHONE NUMBER  
1358888888

We require each parent to have a mobile phone number on record for emergencies.

CONTINUE

Enter a password for your new School ID account and confirm your personal recovery email address.



PASSWORD  
Enter Password

CONFIRM PASSWORD  
Confirm Password

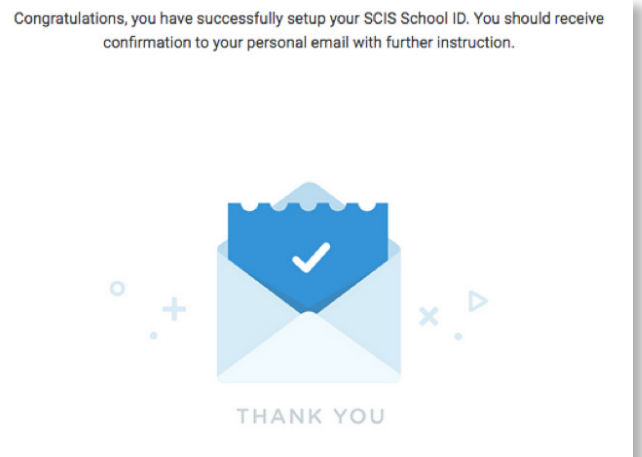
RECOVERY EMAIL  
The personal email address below is used as your recovery email in case if you forgot your School ID's password.  
You can change this email in the future by editing your profile.

test@test.com

FINISH

You're done! You've now created your new SCIS School ID. You will receive a confirmation e-mail at your personal email address shortly with further details on accessing your new SCIS-Parent email account and other SCIS information systems.

Please note that your SCIS Parent Email account is the primary communication tool that SCIS Administration will use to communicate with you regarding your child's education. Please make sure to check it regularly to ensure you are not missing any important communications regarding your children or the SCIS community in general.



Congratulations, you have successfully setup your SCIS School ID. You should receive confirmation to your personal email with further instruction.

THANK YOU

If you would like, our Campus Technology teams can assist you in setting up e-mail forwarding so that your SCIS-Parent emails are forwarded to your preferred email software systems.

[Access your SCIS-Parent Email \(Web\)](#)

[Access your SCIS-Parent Email \(iPhone\)](#)

[Access your SCIS-Parent Email \(Android\)](#)

[Access ManageBac Portal](#) (please note that ManageBac accounts will not be accessible until the first day of school)