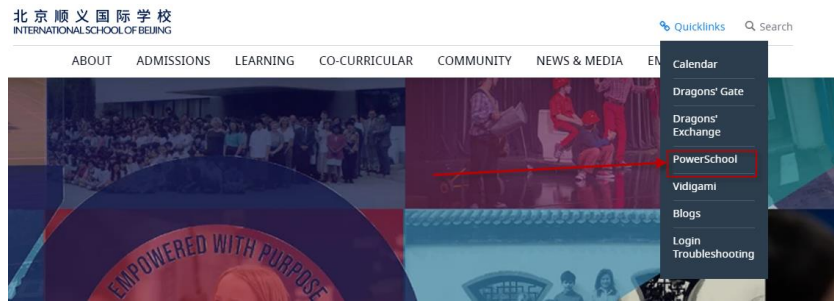


1. Please login to PowerSchool, you can find the link from ISB website, under Online Services, click PowerSchool Login



You can also type the follow address to open PowerSchool:

<https://sis.isb.bj.edu.cn/public/>

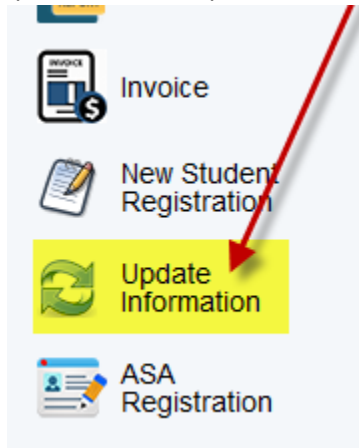
2. Please type your username and password and then click Sign In (The account may not same as your Dragon's Gate login, if you forget your username or password, please click "Forgot Username or Password?" link, to retrieve your username or password from your email)

A screenshot of the PowerSchool login page. The page title is "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these are two input fields: "Username" and "Password". A yellow button labeled "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right of the form. The PowerSchool logo is at the top left of the page.

3. After you login, if you have more than one child in school, from the top bar, please choose the child you want to update by click the child's name



4. On the left side navigator bar, please choose Update Information



5. Student Passport & Visa tab, please fill in below yellow highlight info, then click Save & Update
Please notice info is update per student, not per family, so if you have two child in school, please update twice

Student Information Update

Student Number: 888

First Name: ES Middle Name: Last Name: Test

Preferred Name:

Birth Date:

Current Grade: 3

Citizenship:

Passport Number:

Passport Expires:

Visa Number:

Visa Expiration Date:

*Visa Type:

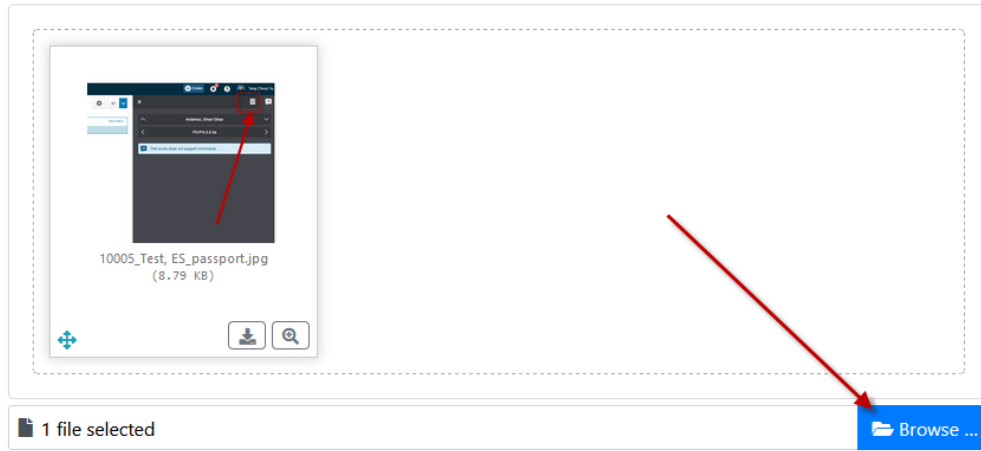
SAVE & UPDATE

6. Still on this page. Upload new student passport and visa copies, please click Browse button, then choose the new passport or visa copies from the computer.

Passport & Visa File Upload

Upload Passport Copy:

Please click the Browse button to select the file, after selecting the file, click the Upload button to complete the upload.



7. Choose the file from your computer, then click Upload

