



Parent SSO Sign-UP

Support Guide



1 Parents have been invited by email to create a Microsoft account with the personal email address they have in PowerSchool.



Microsoft Invitations on behalf of Western Academy of Beijing <invites@microsoft.com>
to me ▾

This message was provided by the sender and is not from Microsoft Corporation.



Message from
Western Academy of Beijing:

Greetings WAB Family Member.

We are delighted to invite you to create a guest account with the Western Academy of Beijing. This account will allow you to login to our parent systems with one username and password. This is called Single Sign-On (SSO). We must use the email address that has been registered in PowerSchool. If you wish to use a different email please contact psadmin@wab.edu.

Please follow these steps to proceed:

Click on ACCEPT INVITATION below

Create a Microsoft account with the email address provided. If you already have an account with that email address simply type in your password and login. Use the forgot password link to recover a forgotten password.

please contact helpdesk@wab.edu if you have any questions or need any help.

If you accept this invitation, you'll be sent to <https://myapplications.microsoft.com>.

[Accept invitation](#)

2 When you accept the invite, you will be in one of two categories:

👉 You already have a Microsoft account connected to the email address. **Go to step 3**

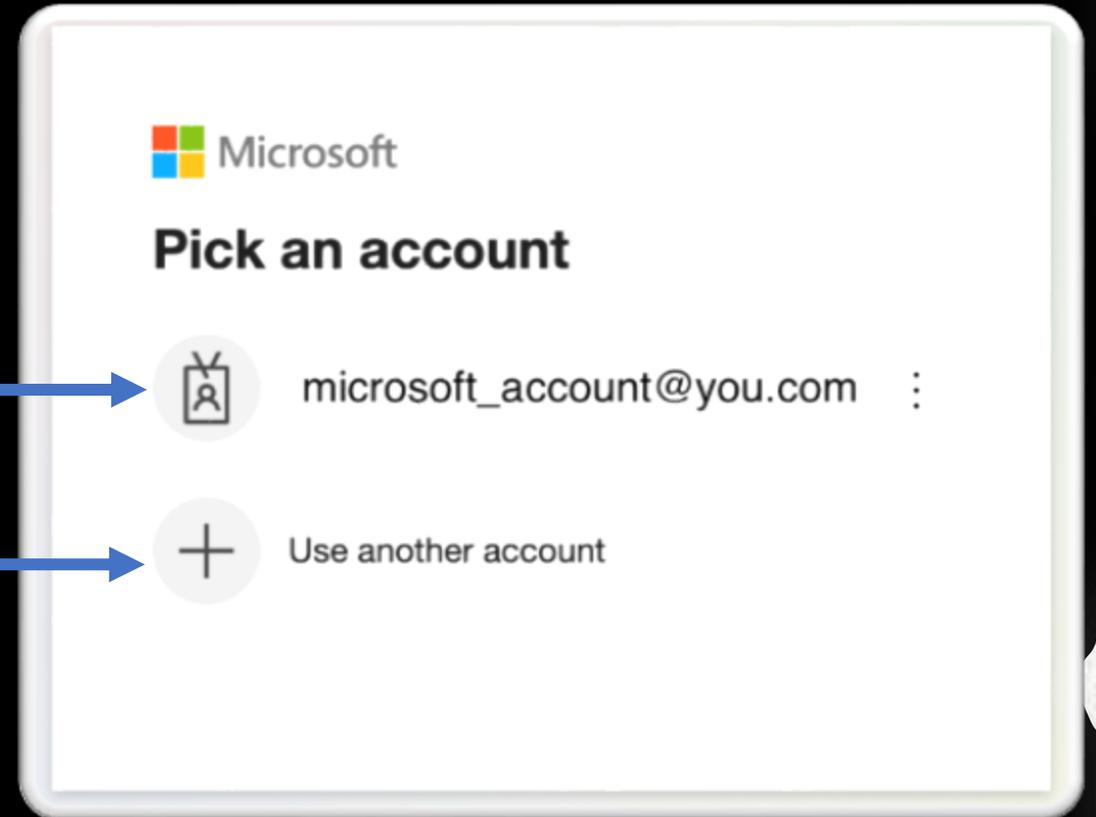
OR

👉 You do not have a Microsoft account connected to the email address. **Go to step 5**

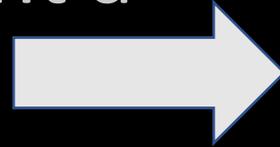
If you **ALREADY** have a Microsoft account with this email address.

3 If you are already logged in to this Microsoft account on your phone or browser, select that account.

Use another account if you are not logged-in and enter the email address WAB uses to contact you.



4 If you are asked to verify your identity or if you requested a password reset, you will be sent a one-time password



AA account.live.com

Microsoft

Verify your identity

We just sent a code to Check your email for a message from the Microsoft account team, and enter the code here.

9352983

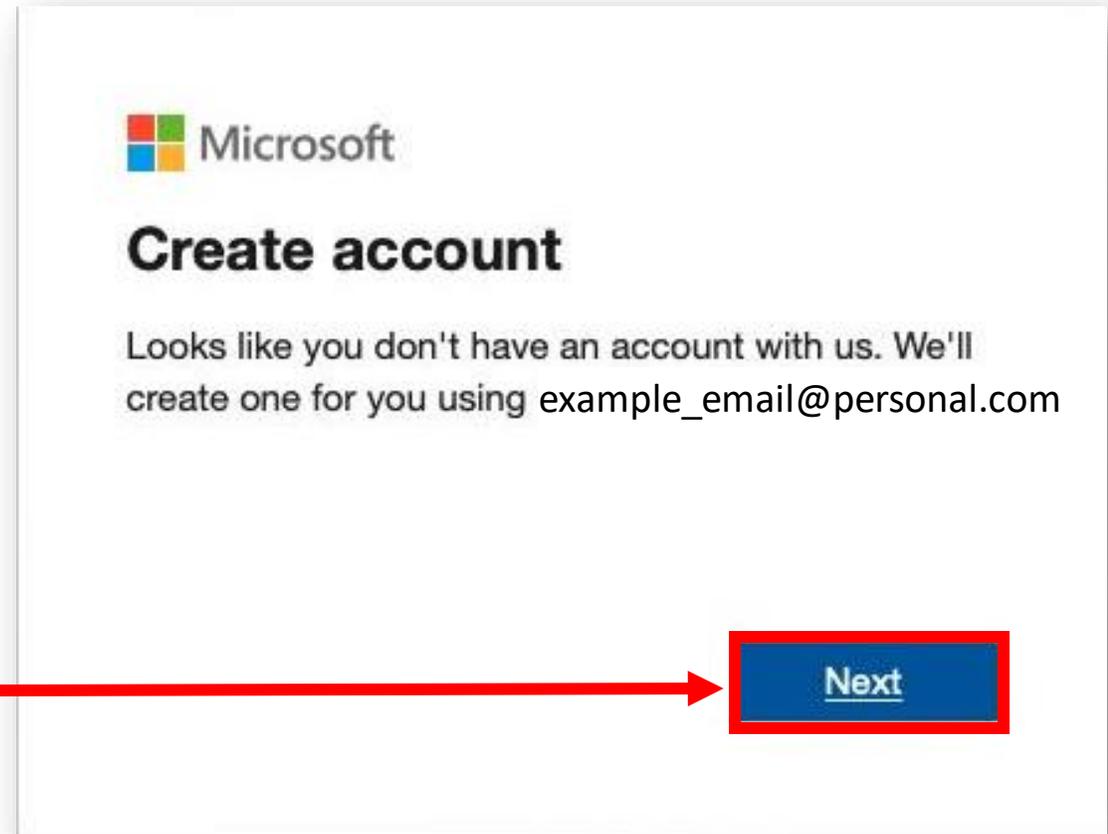
[Use a different verification option](#)

Cancel Next

If you **DO NOT HAVE** a Microsoft account with this email address.

5 If you **do not have** a Microsoft account with the email WAB uses to contact you, you will see this screen.

Please follow these steps to create a new account.



6

Use the email address that **WAB uses to contact you**. This is the same email address in which you received the invite.



Create account

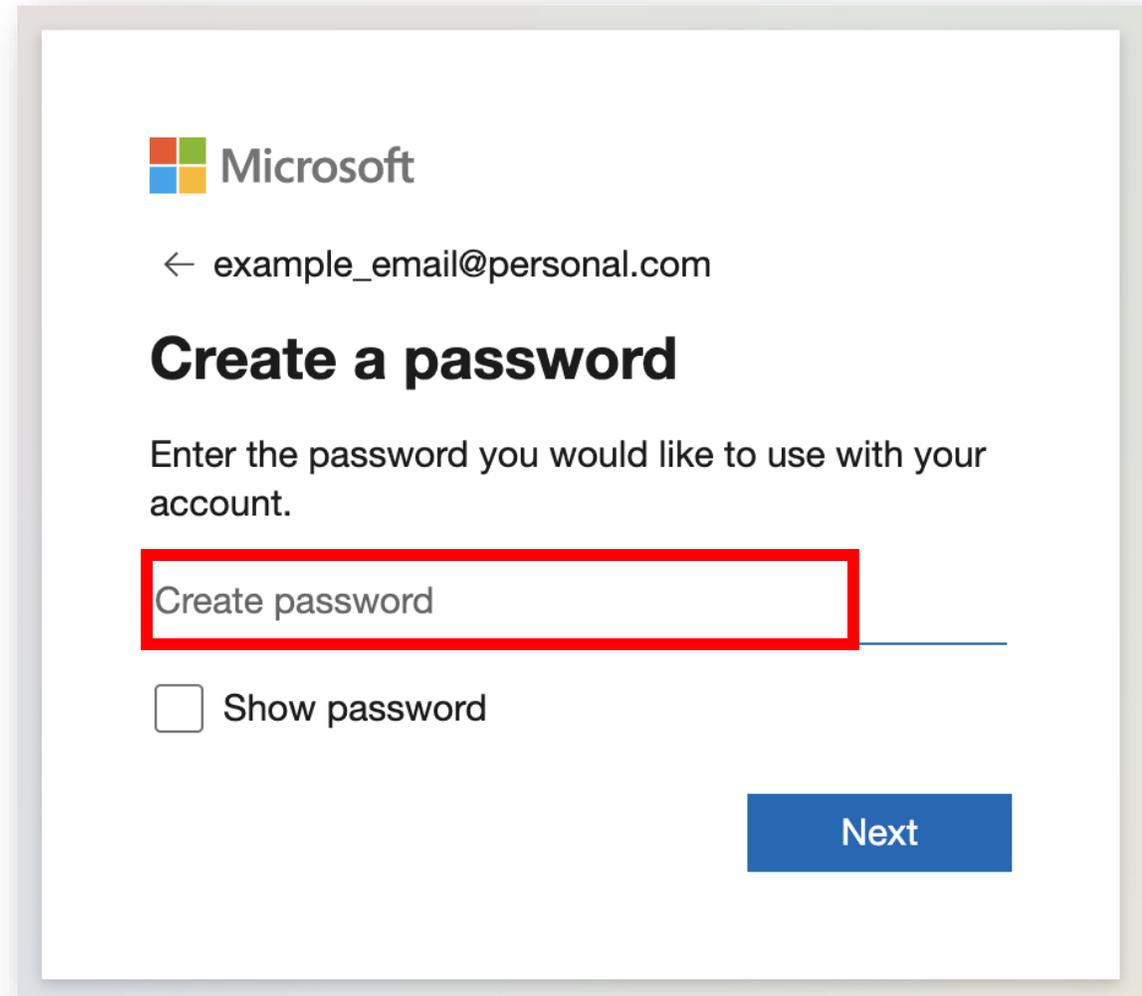
[Use a phone number instead](#)

[Get a new email address](#)

Next

7

Create a new password and save it in your password manager.



The screenshot shows a Microsoft account creation interface. At the top left is the Microsoft logo. Below it, the email address 'example_email@personal.com' is displayed with a back arrow. The main heading is 'Create a password'. Below the heading is the instruction 'Enter the password you would like to use with your account.' A text input field with the placeholder 'Create password' is highlighted with a red border. Below the input field is a checkbox labeled 'Show password'. At the bottom right is a blue button labeled 'Next'.

Microsoft

← example_email@personal.com

Create a password

Enter the password you would like to use with your account.

Show password

Next

8

You will need to verify that email address. Microsoft will send you a code to the same email address. Enter that code here.



← example_email@personal.com

Verify email

Enter the code we sent to **example_email@personal.com**. If you didn't get the email, check your junk folder or [try again](#).

Enter code

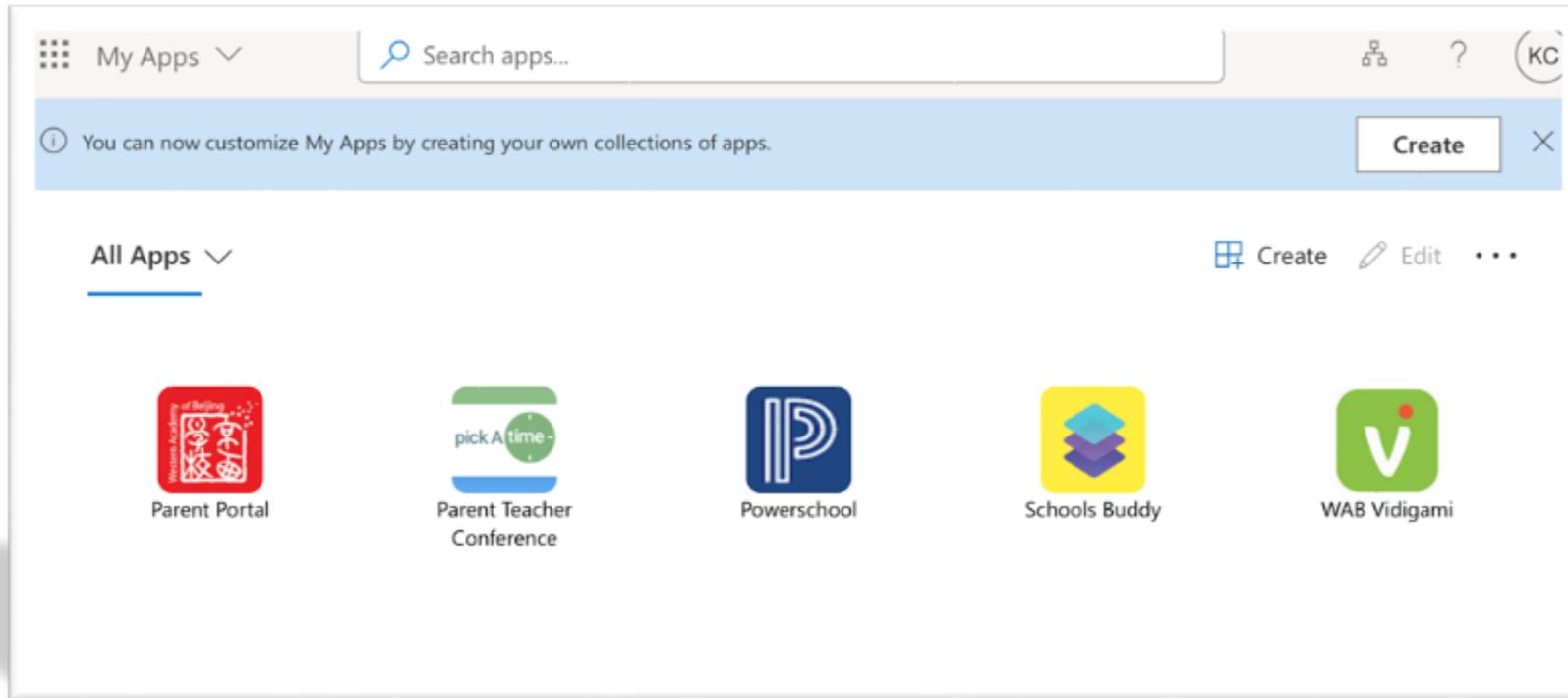
I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

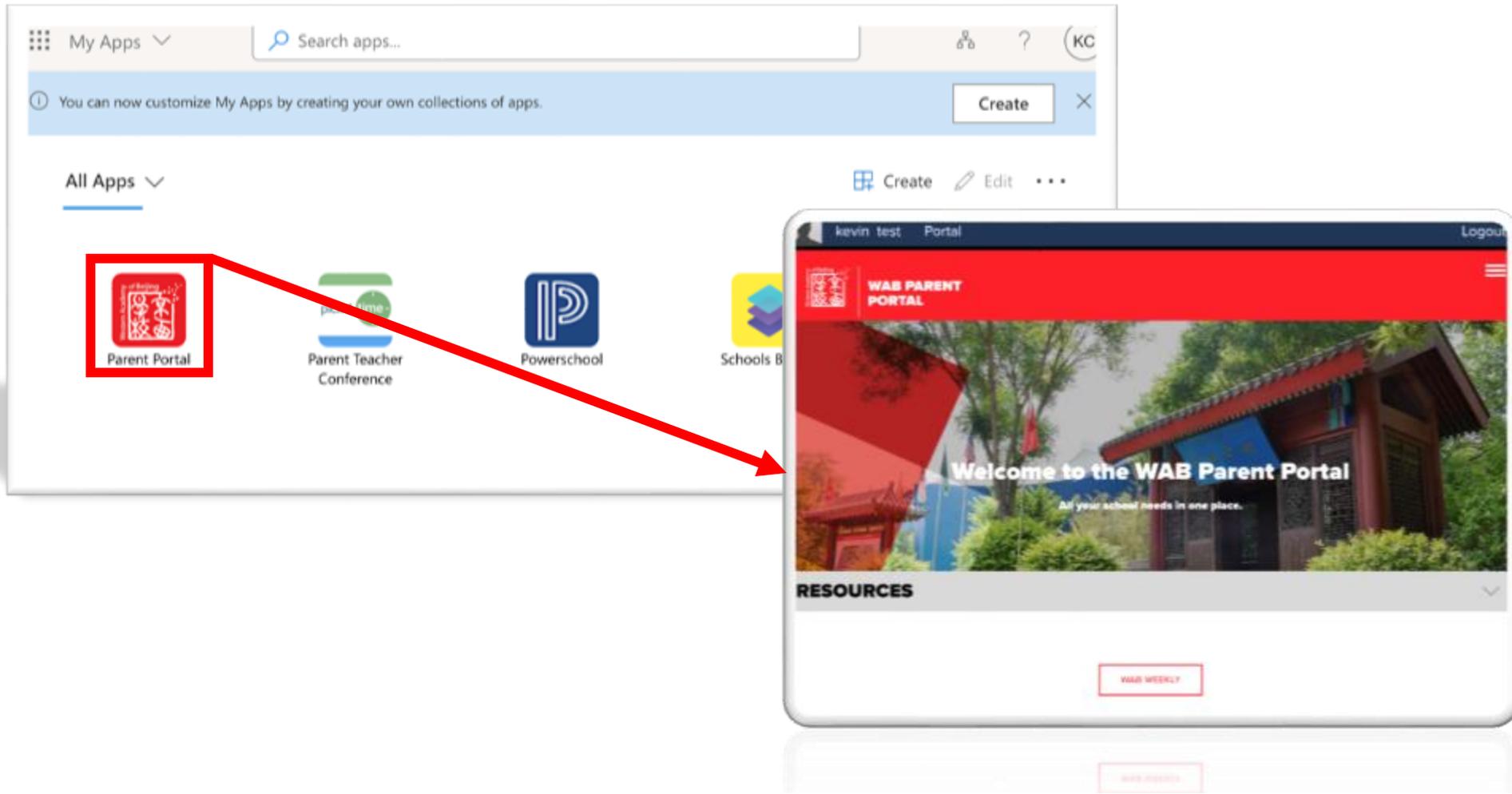
Next

Myapplications.microsoft.com

9 The WAB MyApps Portal should load.

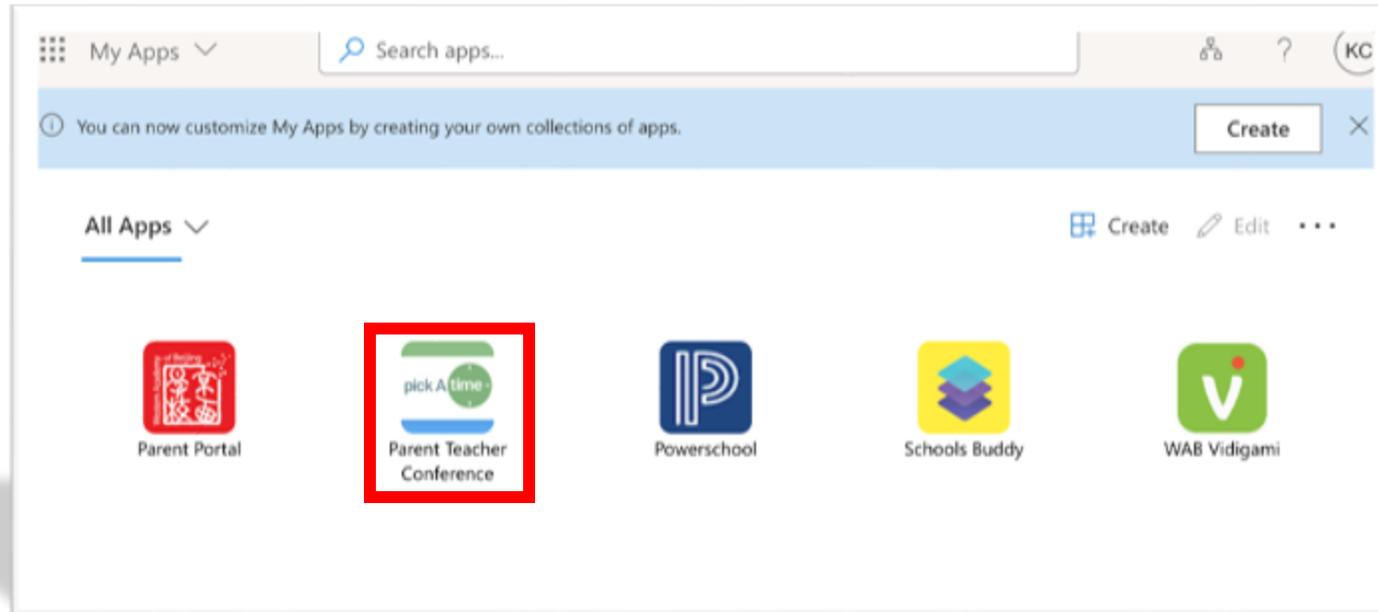


10 Click on the Parent Portal icon;
You should be logged into the WAB Parent Portal directly.



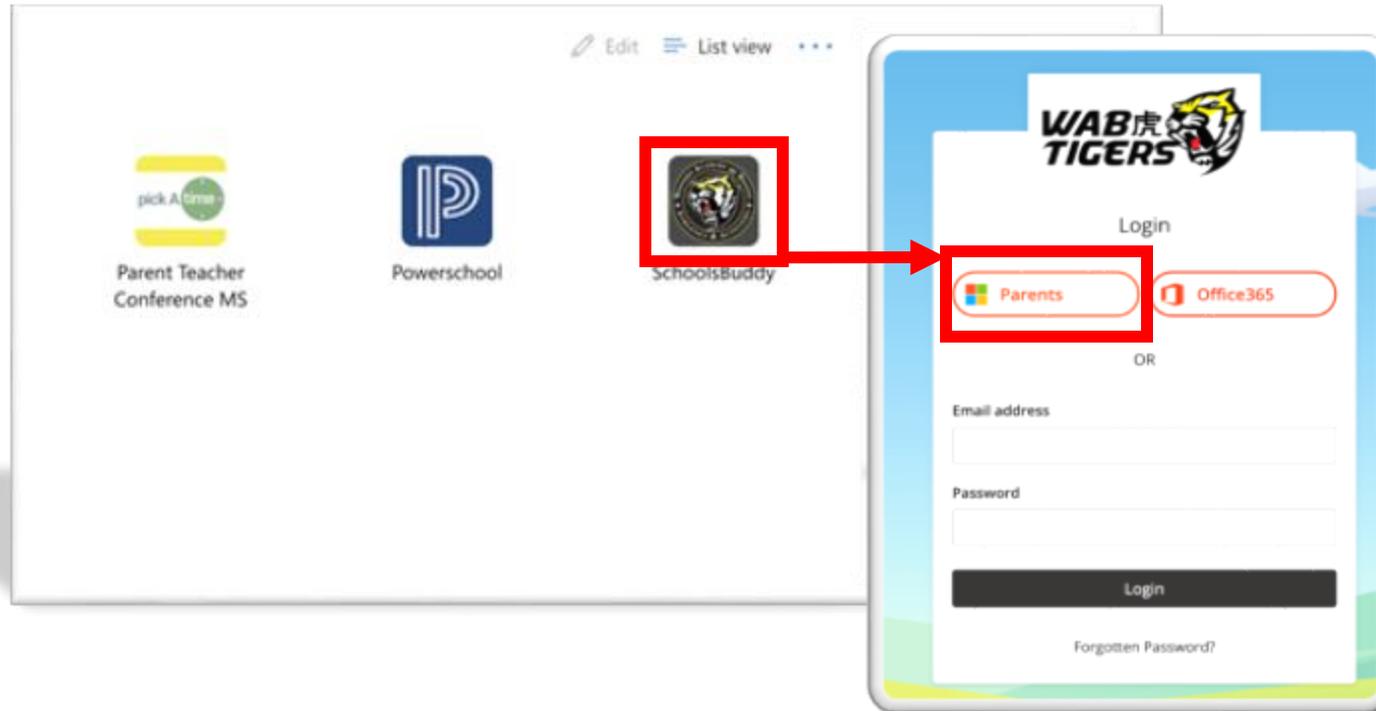
11 Click on the Parent Teacher Conference icon.

If you have an account already with this email you should be logged in directly. If not, you will need to create one when the invite is sent by WAB prior to parent teacher conferences.



10 Click on the Schools Buddy icon

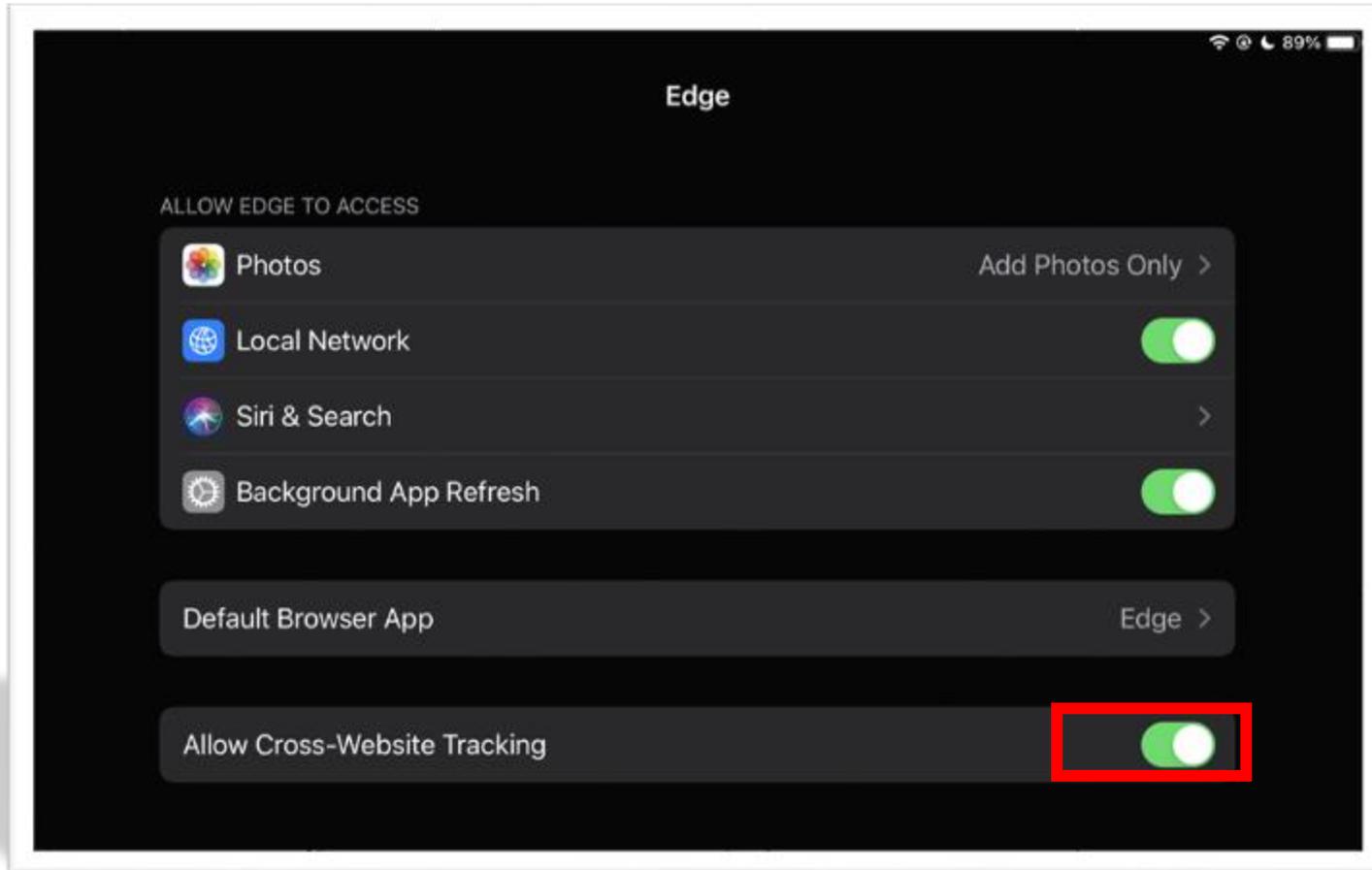
You must have already created a Schools Buddy account for access to this. You have received an invitation from the WABX activities department to the email on file in PowerSchool. Click the Parents button to login.



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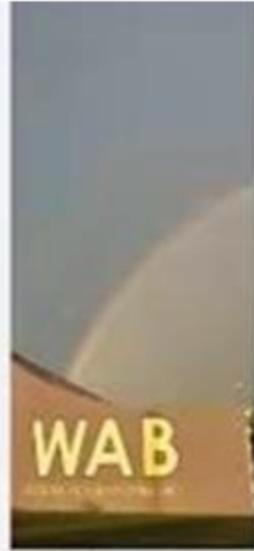
Important Step for iOS Devices

Enable Cross-Website Tracking for the most seamless experience.



13 GET Support

Join our WeCom support group so we can help you directly.



京西学校

WAB SSO

