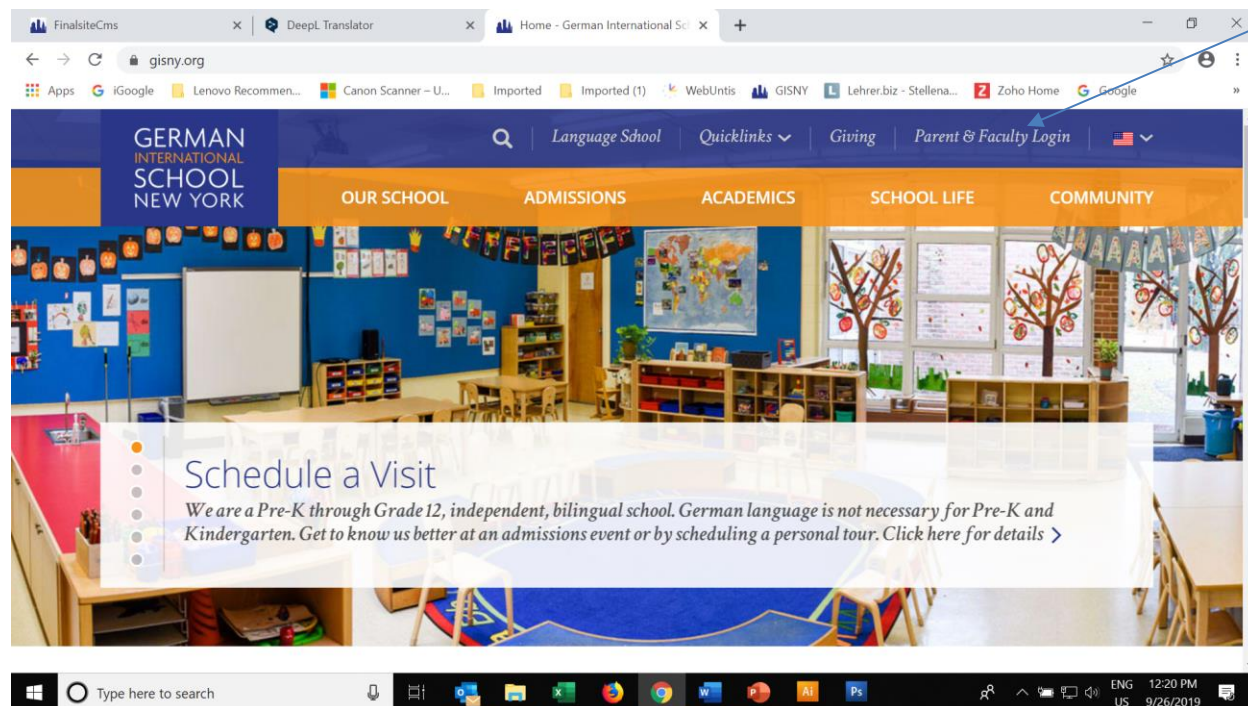


Web Systems for Parents | Login Information

1. www.gisny.org Parent Portal

Welcome to our parent portal on www.gisny.org. The parent portal is your "doorway" to information that you need as a parent of the GISNY community. It includes important upcoming dates and events, news and announcements, calendars as well as helpful links. You will find the **Parent & Faculty Login** on the top navigation bar. Your individual username (i.e. johnsmith@gmail.com) and password is the same as your BLACKBAUD account.

The school website and BLACKBAUD are integrated but BLACKBAUD drives the data. Please note that if you are locked out of the system, you will need to reset your password in BLACKBAUD and not in the school website. If you need assistance, please contact the Front Office office@gisny.org.



Please also be sure to use the iCal RSS feed from the **Daily Calendar** so that you have updated information on your devices about events at our school.

2. Blackbaud <https://gisny.myschoolapp.com/app/#login>

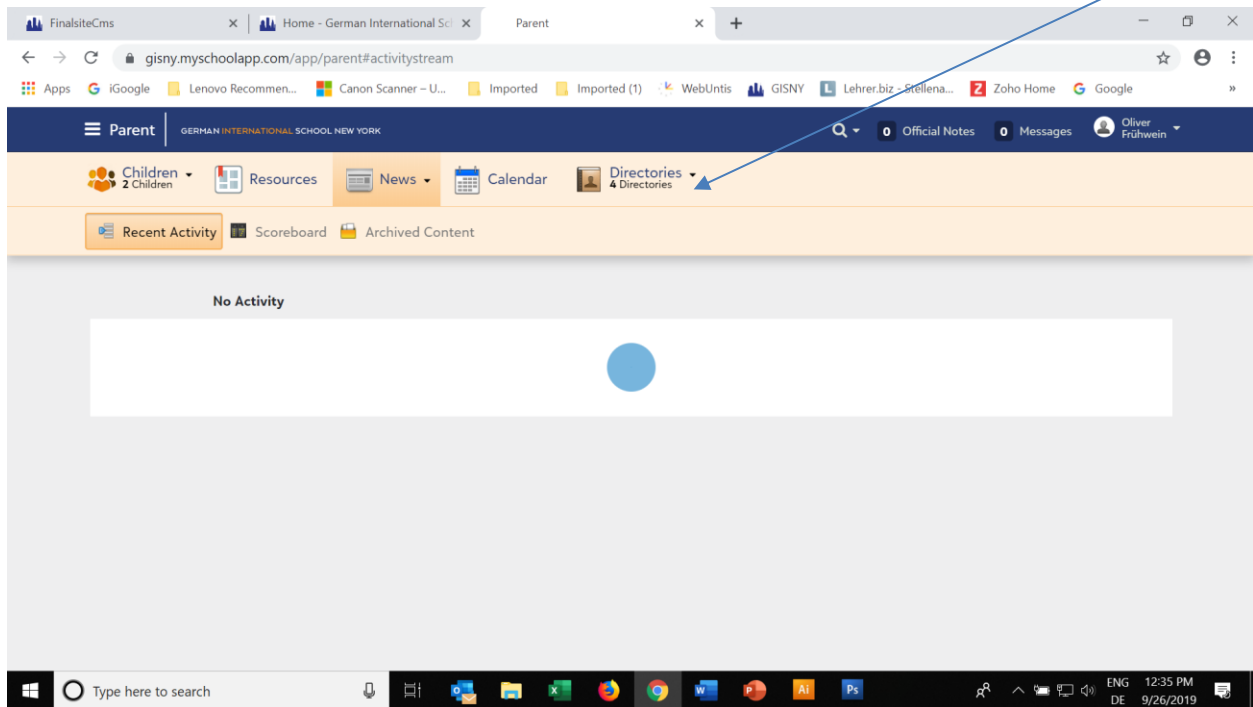
The school uses Blackbaud as our primary student and parent database as well as for enrollment and re-enrollment and tuition payment.

In order to login to Blackbaud, please use your email address i.e. johnsmith@gmail.com to access your account and set a password. The same username and password will apply for the school website www.gisny.org. Please email office@gisny.org if you need assistance in resetting your password.

The global navigation appears on the top of every page. You will be able to access your child(ren)'s record on the top left. The date following your child's name is the year he/she will graduate from grade 12 (i.e. John Smith '18). Please review the contact card for your child(ren) as well.

Please also click on your name and a drop down will appear. Each user should check their contact card and privacy settings. When reviewing your privacy settings, please take into consideration that published information is being shared **only with other constituents of our immediate GISNY community** and not with the public.

You may find the directories on the right of the navigation tool bar (Student, Parent, and Faculty & Staff) helpful. You can use the directories (List, Grid or Map form) to search for other constituents and view other contact information that has been published to you.



Enrollment and Re-Enrollment Contracts & Tuition Payments (Blackbaud/Tuition Management)

The Enrollment and Re-Enrollment Contracts and School Notices will be published in our integrated management system, Blackbaud. Please follow the steps below to complete signing of the contracts and remit tuition.

STEP 1

- Please sign into your Blackbaud account to view and sign the contracts, as well as select a payment plan for your child's tuition. <https://gisny.myschoolapp.com/app/#login>

You can access the contract from a yellow notification banner that appears across the top of your Blackbaud screen or from the **Files and Forms** menu located in the drop-down list that appears under your name (account) on the top right of the screen.

As you review and submit the contract, you will see different statuses on the Files and Forms page:

- **Review** appears if the contract has not been viewed by anyone.
- **Continue** appears if at least one parent has begun to review the contract.
- **Completed** appears after the contract has been signed and submitted.

All responsible signers are required to log into their individual Blackbaud account to sign the contract before it can be submitted. After you have submitted the contract, you can print a signed copy of the contract from Files and Forms.

- Tuition Management is integrated into Blackbaud and once you start the process of signing for the first contract, you will be asked if you have an existing Tuition Management Account with the German International School New York. If that is the case, as it is for all our returning families, you will be asked to enter your Tuition Management (previous Smart Tuition) username and password to merge the accounts and then continue to the contract.

However, if you do not already have a Tuition Management account, one will be created automatically.

- Families who are signing for more than one child will be asked to add the additional child to the already existing/just created Tuition Management Family Account by clicking "Continue to

contract". **Each family needs only one account. Please do not create a second Tuition Management account for each additional child.**

STEP 2

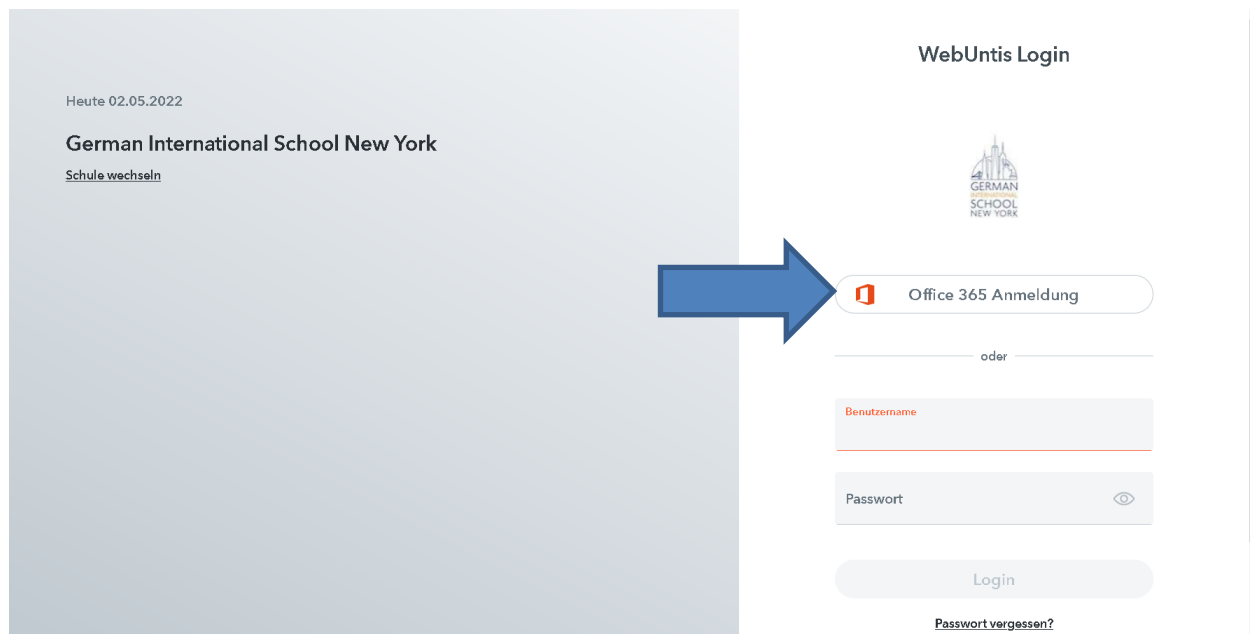
- The Tuition Management account will get merged with the Blackbaud account and activated by the school. For returning families, a new tuition school year will be added to your Tuition Management Account. **Please note that a new Tuition Management Family ID number will be assigned every year. This number must be included in all payments.**
- Once the account is activated, you will be able to remit payments. You will be able to access your Tuition Management account through the Tuition Management Website or/and directly through a link on your Blackbaud resources page. Within your Tuition Management account, you will be able to view, print and download your invoices in order to share them with a 3rd party payer.

Please feel free to contact us if you have any questions.

3. WebUntis <https://mese.webuntis.com/WebUntis/?school=GISNY#main>

WebUntis allows parents to gain insight into the day-to-day activities of their child(ren) at our school. It will provide you with a variety of information including:

- daily classes and weekly schedule for your child
- changes in schedule (substitutions)
- scheduled exams (subject, date)
- homework assignments (subject, date, short description of assigned task)
- assignments for school closures (e.g. snow days)
- absences of your child (including excuse status)



The system will only show data for your own child. This means that each student at the school will login to WebUntis individually using their Office365 username and password. Your username is firstname.lastname@gisny.org i.e. johnsmith@gisny.org. If you have forgotten your password, please click on the Office 365 Anmeldung (Office 365 Sign In) to have your password reset.

For children enrolled in **grades 1 to 4**, the student-login should be used by the **parents** to gain up to date information on classes, assigned homework, etc.

We would like the parents of children enrolled in **grades 5 to 8** to use the system **together** with their child and to support them in managing their school-day (day-planning, homework, preparation for exams ...)

For **grades 9 to 12**, students should use the system **on their own** and understand the resulting responsibility.