YOUR SCIS PARENT EMAIL ACCOUNT

SCIS uses a variety of tools to facilitate communication between Parents, Teachers, and School Administrators, which can be accessed through your SCIS Parent Email. This SCIS Parent Email is your gateway to several important SCIS web-based information systems including the SCIS Parent Portal Website, ManageBac, Seesaw, and School Forms Online(SFO).

The SCIS Parent Email Account is the primary communication tool between the school administration and your family. As such, we highly encourage all parents to check it regularly so that you are not missing any important communication regarding your child's education or SCIS community announcements.

Using your SCIS-Parent Email account, you will have the ability to:
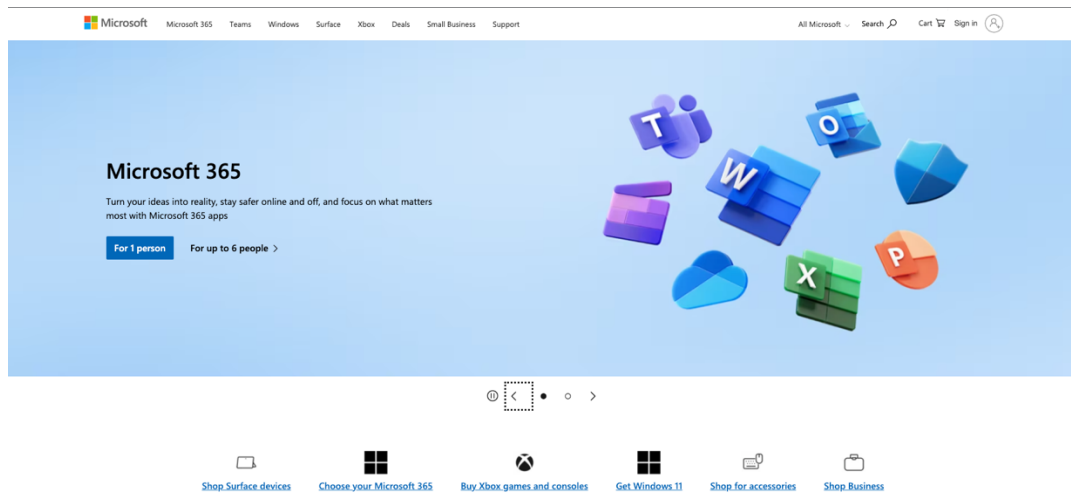
- Receive and respond to the school's email communications (SCIS-Parent Email Account).
- Access the school's official parent portal for weekly bulletins and additional information(SCIS-Parent Portal Website).
- Review your child's class schedule, download school reports, and interact with our academic platforms (ManageBac).
- Follow your child's educational journey through their digital portfolio and communicatewith the classroom teacher (Seesaw for Early Childhood and Lower School students)
- Submit important enrollment and information forms throughout the school year (School Forms Online)

You now should have received account details for your SCIS Parent Email from the Office of Admissions. An SCIS Parent Email follows the format of [SCIS Family ID]-[Digital Serial Number]. For example, fam12345-2@scis-parent.org.
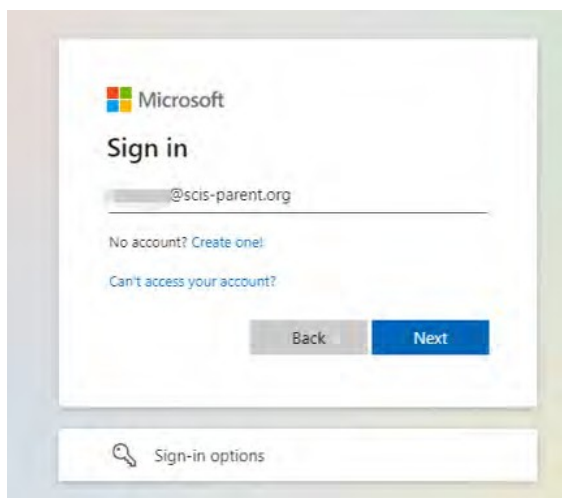
The following document will support you with setting up your SCIS Parent Email Account,which is the first step in connecting with the SCIS communications systems.
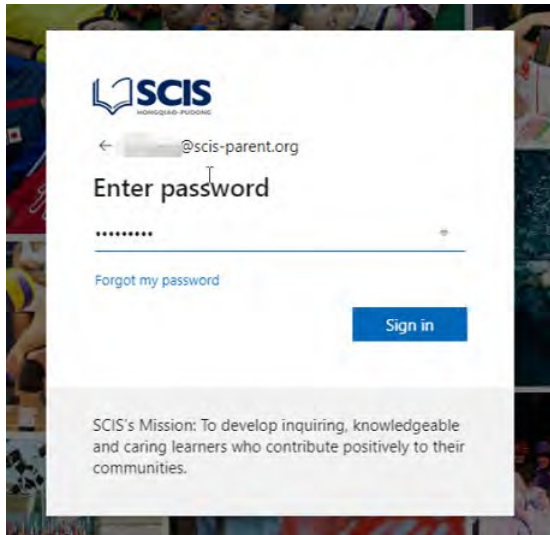
How to login to your SCIS Parent Email account?

- The SCIS email service provider is Microsoft.
- On any internet-connected-device, open a web browser and proceed to Microsoft 365 (www.office.com), then click "Sign In".
- NOTE: Typical web browsers include, Opera, Firefox, Chrome, etc. Note, it is recommended to use Google Chrome, which is also reflected in the directionsand screenshots below.

- Enter your SCIS Parent Email address. This is the same email account that you received in the notification email from the Office of Admissions. (ex. ABC123456-1@scis-parent.org), then click, "Next".
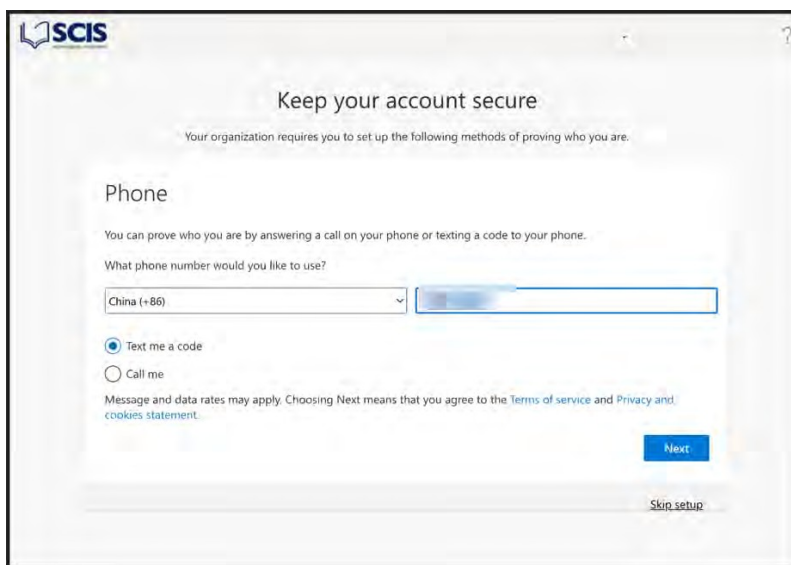
- Enter the unique temporary password that was provided in the notification email from theOffice of Admission. Then click, "Sign In".
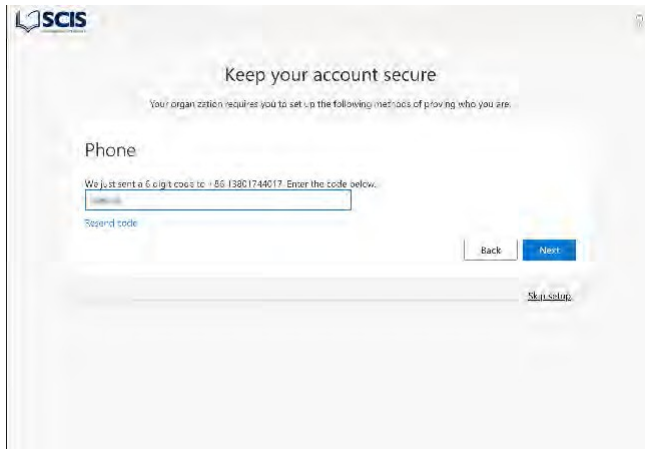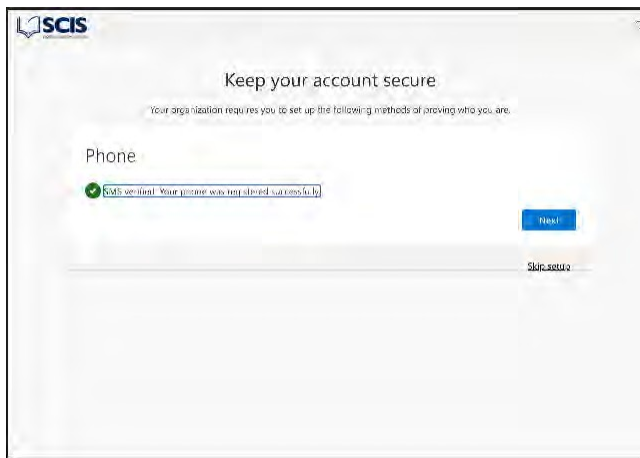

(This step is only for the first-time login)

- For security purposes, the system will request you to input your mobile phone number. Make sure your phone can receive SMS across borders. When resetting your password in the future, or if you've forgotten your password,the system will send a code to your phone for verification.
- Select the appropriate phone registration area on the left dropdown list.
- Enter your mobile phone number in the field to the right.
- Select the option, "Text me a code".
- Then click, "Next".
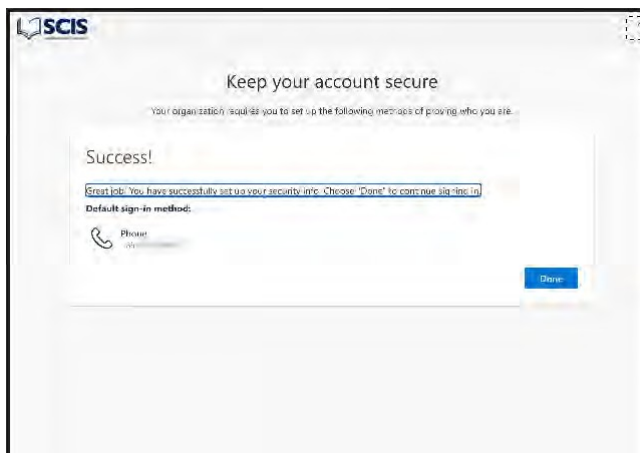- Within a few minutes, you will receive an SMS confirmation with a code.

- Enter the code you received via SMS and click, "Next" to submit.
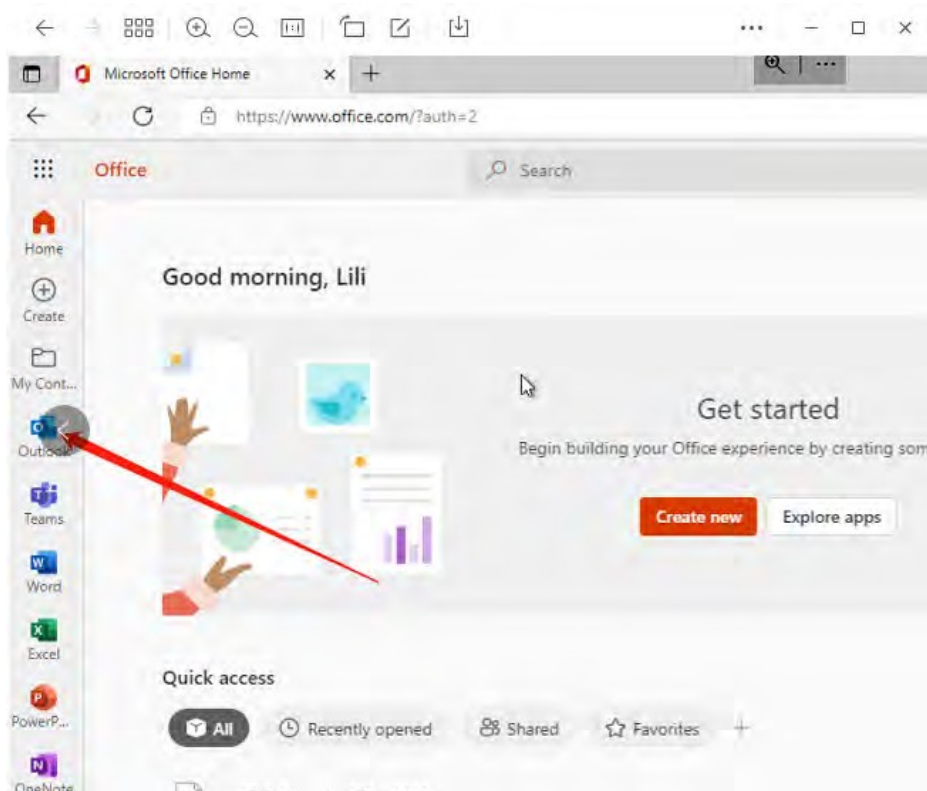

- Click, "Next" to confirm.
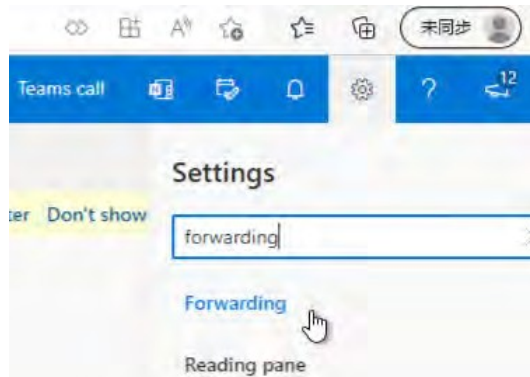

- Click, "Done" to complete the account security process.

Logging into Microsoft 365 & Accessing your SCIS Parent Email account via Microsoft Outlook

- Proceed to Microsoft 365 (www.office.com), then click "Sign In". Enter your SCIS Parent Email account and temporary password, then click "Sign In" to enter the Microsoft 365 Portal.
- Click the "Outlook" icon on the navigation sidebar to enter your SCIS Parent Email account mailbox. Or, simply visit: https://outlook.office.com/mail/
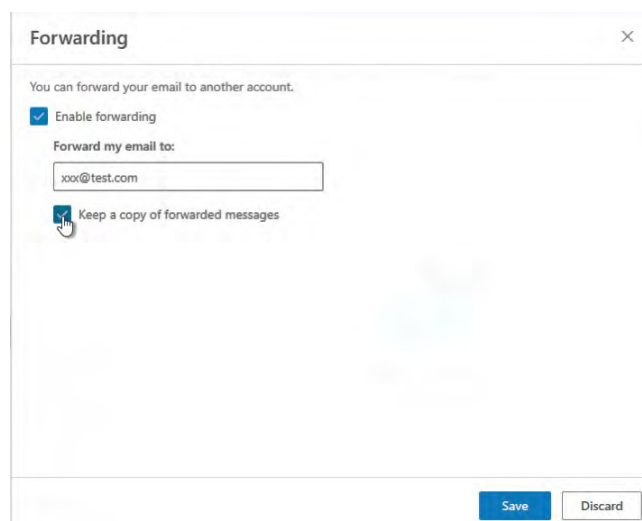
Enabling email forwarding to your personal email account

- If you'd like to receive school emails to your personal email account, setting up the email forwarding function with Microsoft Outlook will allow all emails sent to your SCIS parent email account to be forwarded to your personal email account.
- Within the "Outlook" webpage (https://outlook.office.com/mail/) on the Microsoft 365 portal, click the gear icon located in the upper righthand corner to enter the "Settings".
- Within the "Search Outlook settings" field, search for, "forwarding" and click it to open the email forwarding settings.
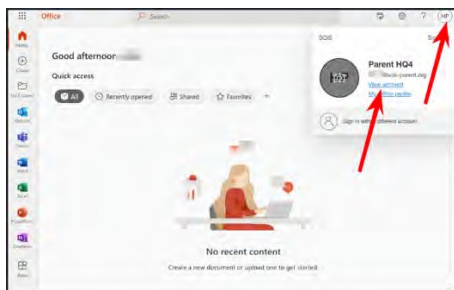

- To enable email forwarding, tick the "enable forwarding" box, as well as the "keep a copy of forwarded message" box.
- Then, enter your personal email address that you'd like to forward your SCIS parent emails to.
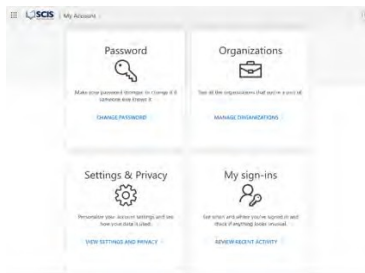- Click, "Save" to update your email forwarding settings.

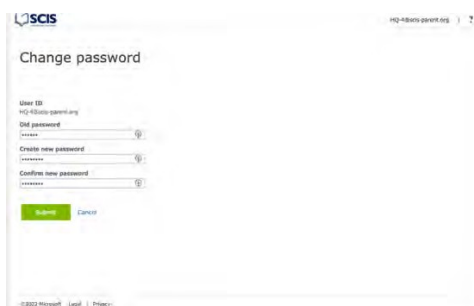### *Changing your SCIS-provided temporary password or updating your password*

- For security reasons, it's important that you change your SCIS-provided temporary password to a permanent password of your choosing. You can reset your password in your account settings.
- Step 1:
- Login to the Microsoft 365 web portal (www.office.com)
- Click your account profile in the upper righthand corner.
- Click "view account".

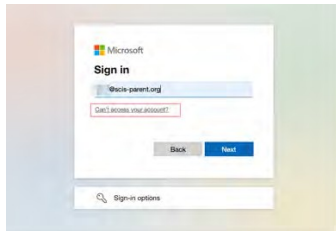- Locate the "PASSWORD" box.
- Click "CHANGE PASSWORD"

- Enter your temporary SCIS-provided password (or previous password)
- Enter a new password of your choosing.
- Confirm the new password of your choosing.
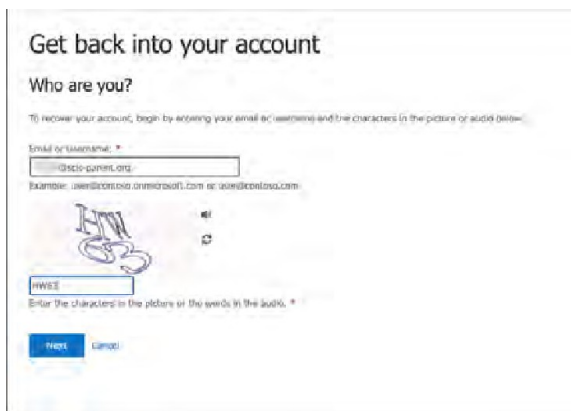- Click "Submit" to set your new password.
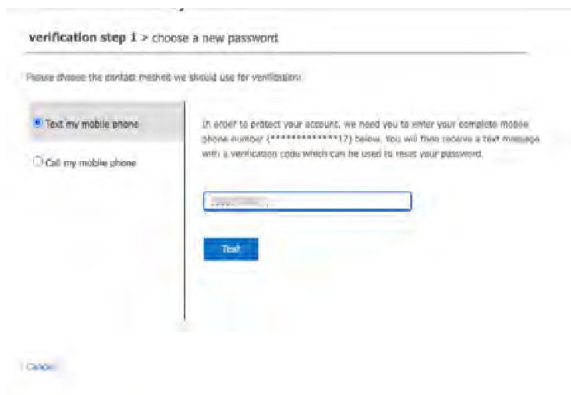
What should I do if I forget my password?

- If you forget your password, you will need to reset the password from the Microsoft 365 Sign-In webpage (www.office.com).
- Proceed to Microsoft 365 (www.office.com), then click "Sign In".
- Click the "Can't access your account?" button.

- Enter your SCIS Parent Email Account.
- Complete the security question by entering the characters in the picture.
- Click "Next".

- Enter the mobile phone number that you registered with your account when signing in for the first time.
- Click "Text".
- You will receive a verification code via SMS to your registered mobile phone number.

- Enter the verification code that you received via SMS to your registered mobile phone number.
- Click "Next".

- Enter a new password.
- Confirm your new password.
- Click "Finish" to complete resetting your password.