Dear Parents,

Please find below a short guide on how to access and use our two main digital platforms: Edu4schools, which is exclusively for parents, and Microsoft Office 365, which is provided to students but can also be accessed by parents through their child's account.

Student Information System: www.edu4schools.gr

A system-generated invitation is sent to each parent's or guardian's personal email (as provided during student registration). This message contains the password required to sign in to the platform. The "username" is always the parent's or guardian's personal email address. A student's school account cannot be used to log in to this platform. Parents/guardians retain access to their edu4schools account for as long as their child is enrolled at ISA.

Once logged in, you will have access to a personalized dashboard where you can view information related to your child(ren) and their school. On the edu4schools platform, you can:

- View your child's timetable, assigned classes, and teachers.
- Check absences.
- Access current or past term reports.
- Find useful documents, such as school policies and guidelines.
- Schedule appointments with teachers (when available).
- Register for after-school or other activities (when applicable).
- Re-enroll for the next academic year (when applicable).
- Complete questionnaires or consent forms (when applicable).
- View a personalized school calendar (including MYP/DP summative exam dates, etc.).
- Check the class notebook (personalized daily information for Nursery and Junior Pre-K students).
- Read the daily bulletin.
- Stay informed with important news or messages.

Faculty-Student collaboration platform: Microsoft Office 365

An email from **itsupport@isa.edu.gr** is sent to each parent's or guardian's personal email, containing the credentials and login instructions for the student's school account (MS Office 365 email, Teams, etc.). Parents/guardians cannot use their personal emails to log in to the school's Office 365 platform.

All students are provided with an ISA email account at the beginning of the academic year or upon arrival at the school, and they keep this account throughout their school years at ISA.

- In Middle and High School, teachers and coordinators use this account to communicate with students.
- Homework assignment details for all grades (GR1 to GR12) can be accessed via Microsoft Teams.
- Primary School and Early Years teachers may share weekly reflections, photos and other materials through their respective Teams.
- Microsoft Teams will also be used in the event that classes must be conducted online.

You can find directions for basic Teams usage for students at the following link.

If you experience trouble accessing the systems, please first review the instructions provided in the invitation or welcome email. If the issue continues, don't hesitate to contact our IT team at itsupport@isa.edu.gr for assistance.

Kind regards,

IT Department