



THE INTERNATIONAL SCHOOL IN GENOA
SINCE 1966

ManageBac for Secondary School Parents

Wednesday 11 October 2023

17:30 - 18:00 / "Initial login" session

18:00 - 19:00 / "Navigating ManageBac" in the Secondary

- Alex Pepper, IB MYP Coordinator
- Elizabeth Rosser Boiardi, IB DP Coordinator and College counselor



SESSION 1 / 17:30 - 18:00

INITIAL LOGIN

First access and password set

IMPORTANT: If you are accessing ManageBac for the first time, you need to log in through an online browser, not the mobile application, to set your password.

1. Open the “Welcome to ManageBac” email from ManageBac.
2. Click on the link provided. Log in within 7 days. *(We can resend if it's past 7 days.)*
3. Username = your email address.
4. Create a secure password. It will be different from that of your child.*
5. If you have password problems, use the “forgot password” link.

** Parents should always log in from their accounts, not their children's accounts. For one thing, it is not possible to send an absence request through a child's account.*

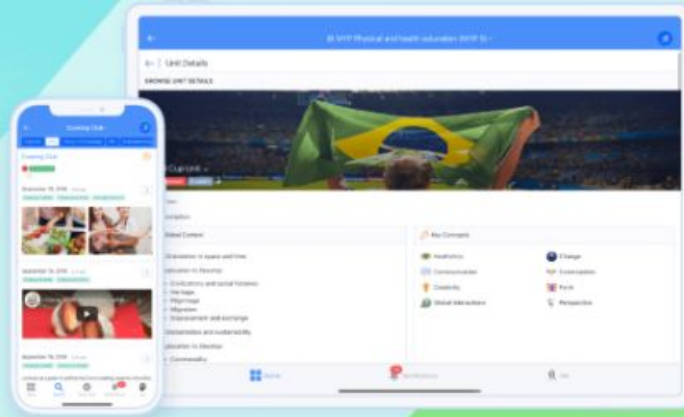
First log in

1. Log in at <https://isgenoa.managebac.com/login>.
2. Each parent account must have a unique email address.
Parents can share an account, under the name of one of the two parents, as long as they use the same email address and log in with the same password.
3. Once you've created your account, you can download the mobile app, too.
(Your first login to your account must be via an online browser, not the app.)

The App

ManageBac for Mobile

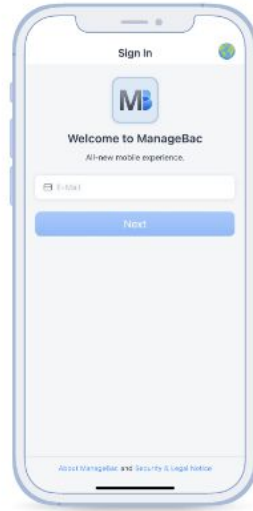
For Students, Parents, Teachers and Coordinators



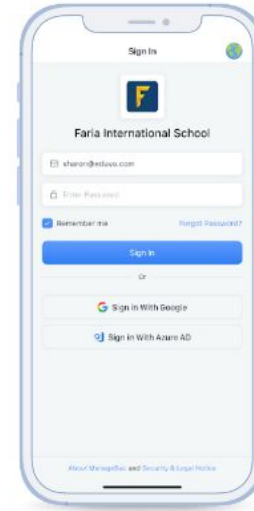
The new ManageBac mobile app supports all user types including students, parents, teachers, coordinators & admins across all curriculum programmes with an improved experience on tablet & phone for all key functions: from taking attendance, classroom management, messaging, managing CAS and core requirements.



Log in via App

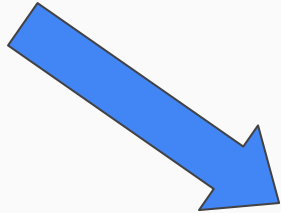


Log into your account for the first time using your email address and password linked to your ManageBac account. First, enter your email address.

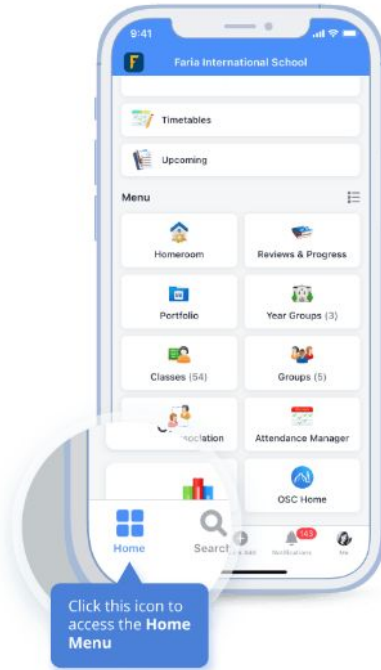


Enter your password and click Sign in.

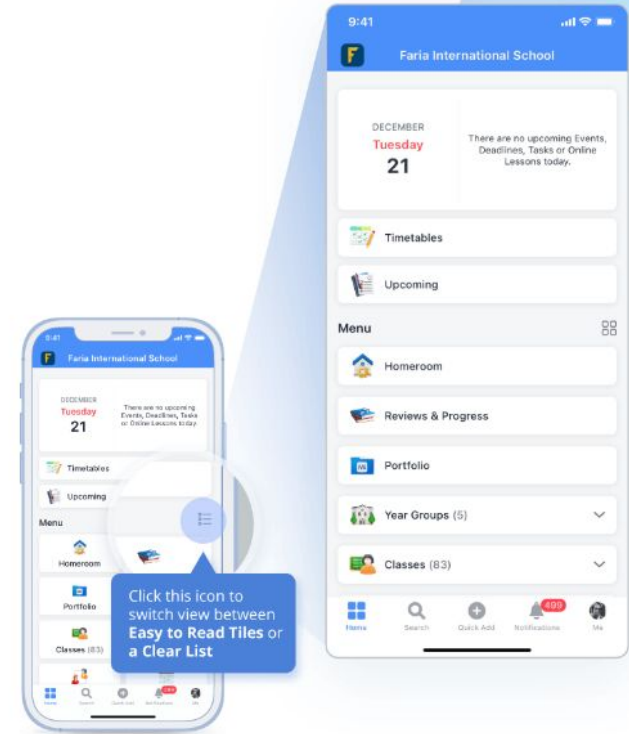
Note: Please note that if this is the very first time you are accessing your ManageBac account, you will need to login through an online browser to set your password.



Menu

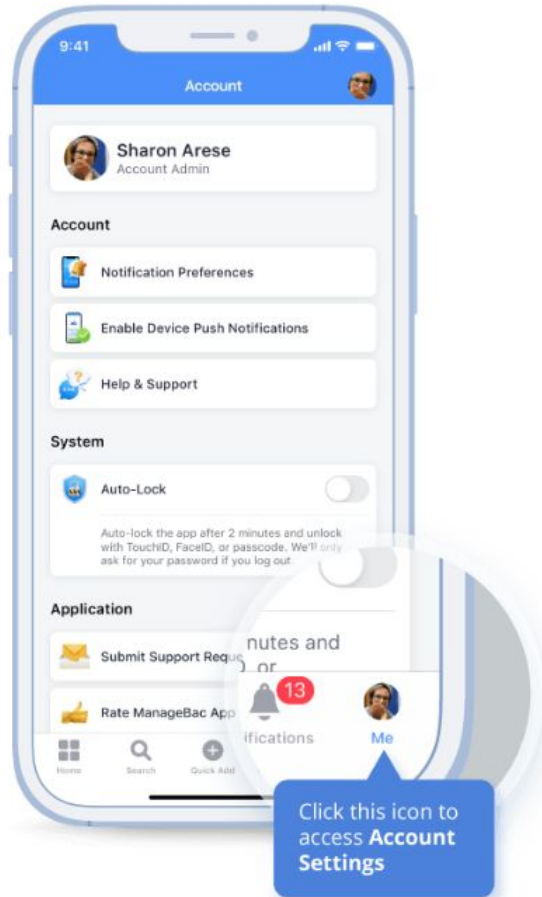


Quick access to your Menu via the **Home** icon.



You can now adjust your Menu view between easy to read tiles or a clear list

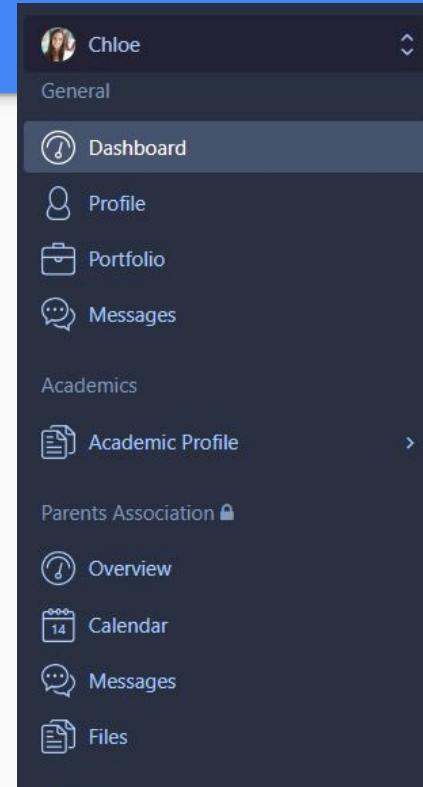
“Me”



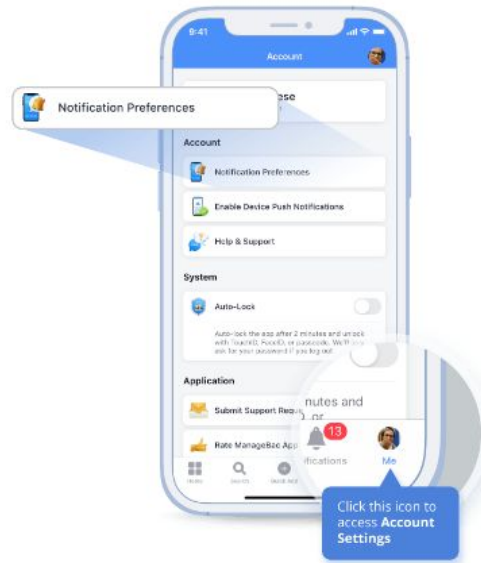
Via the "**Me**" icon in your bottom toolbar, to access your Account settings. Here you can edit your profile, configure settings, and browse Help tutorials.

Parent profile

1. On landing page, click the round icon in the upper right corner with your initials, or choose “Profile” from the menu on the left.
2. There you can update your email, address, **contact information** (both home and work), password, photo, and **language**. Parent profiles are not locked; student profiles are.
3. Messages and notifications in upper right corner: after 2 weeks, these will be accessible via the “Messages” link on the right.



Notifications

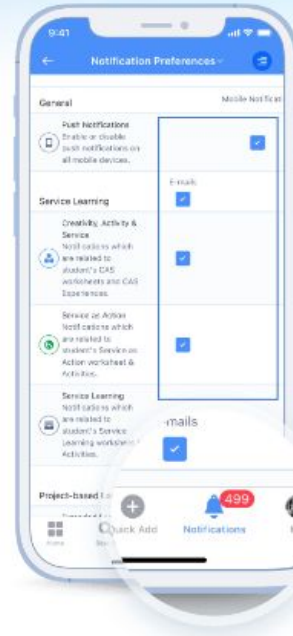


You are able to customise your notification preferences by Navigating to your Account **Settings > Notifications Preferences**



You can also access this via "Notifications" in your bottom toolbar > Notification Preferences (via the 3 dots in the top right corner)

Notifications



Enable and disable items under the Mobile Notifications column and Save Changes at the bottom of the page.

SESSION 2 / 18:00 - 19:00

NAVIGATING MANAGEBAC ...

Coming up next!