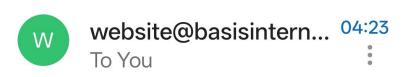




Step 1

- Check your email
- Reset Password
- Login







Password Reset
Request for Your
Account



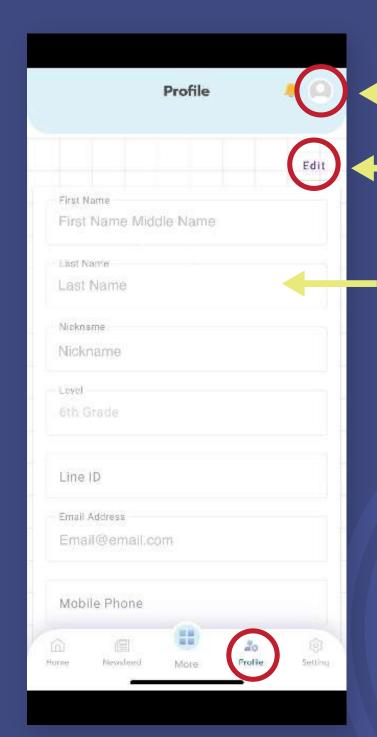
Reset Password





Step 2 Update Profile

- 1. Once logged in, click "Profile" and then "Edit" to update your profile information. Note: If you have more than one child, you will need to update each profile separately by clicking the "Profile" button at the top.
- 2. You can edit text in black. Text in grey can only be updated by school staff, who will be available on campus to assist if needed.



Profile for more than 1 child

Click here to Edit

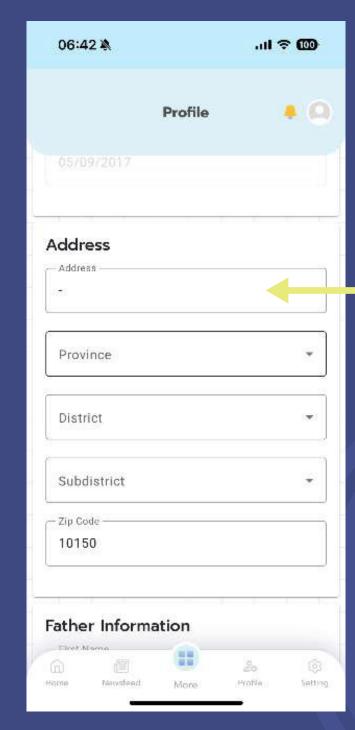
Grey color cannot edit





Step 2 Update Profile

3. The address field has been left blank as part of the system implementation. Please enter your address in English.



Add your address in English

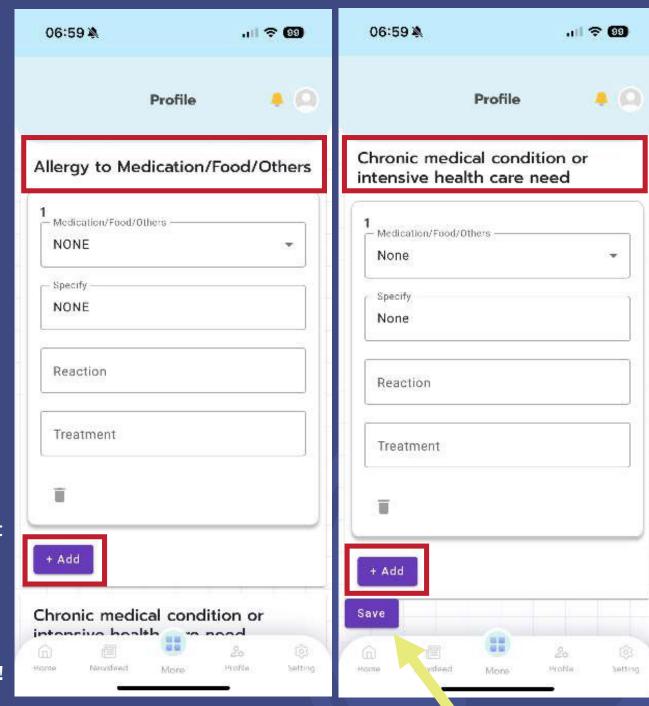




Ace Student

Step 2 Update Profile

- 4. Scroll down to the bottom and review the "Allergies" and "Chronic Medical Conditions" sections.
 - a. If your child has none, no action is needed.
 - b. If your child has any, enter the relevant information. You can add more than one entry by clicking the "+Add" button.
- 5. Remember to click "Save" at the bottom when your updates are complete!







Step 3 Consent Forms Approval

1. Recheck all the information and sign to consent all three forms available.

